Call to Order - Meeting of the Faculty in Open Session

- Approval of Meeting Minutes - Approved
  - Approval of December 6, 2019 Faculty Meeting Minutes.

- Announcements
  - Welcome to Cailey Condit new Assistant Professor, started Jan 1, 2020
  - Alison Duvall’s promotion to Associate Professor was approved
  - Michelle Koutnik promotion to Associate Research Professor was approved
  - It is time for our biennial all-department Title IX/Bystander Intervention/Building Healthy Workplaces Training with Valery Richardson (UW Title IX Coordinator) and Kiana Swearingen (UW SafeCampus Prevention, Education, & Communications Manager). Please plan to attend this training during the extended seminar slot on Thurs., May 21, from 3:30-5:30 in JHN 075. This is a REQUIRED TRAINING for everyone in the department
  - Eric Steig was awarded a 2019 Laboratory Safety Award from EH&S. Eric received a “Pack Leader in Safety” award and his lab’s work to compile and post their specific standard operating procedures online for easy access was highlighted as a best practice.
  - Don’t forget about the annual food drive, there is a bin in the front office to make donations, ends on Jan 15th.
  - Chair search- Dean has made and offer to an ESS faculty member and negotiations underway
  - College has ~$700K deficit. How to bring more ABB dollars into the college? Dean expressed that ESS is already pulling more than our share of ABB for the college. College and Chairs/Directors are going to come up with a plan to bring in more money by teaching new classes across the college
  - Other Announcements

- Reports and Business
  - Undergraduate Program (Roe) – Nothing to report
  - Graduate Program (Catling) – Nothing to report

- Standing Committees
  - Admissions (Buick) –
    - Admissions have closed ~140 applications
    - Graduate application files to review will be coming soon
    - Requesting reviews be completed by the end of the month so invitations can be sent out to candidates.
    - Please let committee know (if you have not already) if you plan to take on students.
- **Computing** (Walters) – Nothing to report
- **Curriculum** (Nelson) –
  - Grades: Please assign grades in a timely fashion. Not doing this greatly affects undergraduate and graduate students.
  - Please pay attention to graduate course if it is a C/NC or numerical grade. If you assign C/NC to a numerical grade sometimes students do not get credit.
  - Do not put in an “X” for grades, this creates challenges for students and more work for advising. Please use an “N” grade.
  - We can change the 700 or 800 level classes to C/NC or keep the numerical grades, this would have to be a faculty decision to change how we set up these classes.
  - Curriculum committee will meet and bring a recommendation to the faculty.
- **Diversity** (Huntington) - See attached handouts
  - Reducing bias in assessing grad program applications (see attached handout)
  - Handout for avoiding gender bias in reference writing (see attached handout)
- **MESSAGE** (Crider) – Update on outline for revised MESSAGE curriculum and capstone project
  - Three goals in proposing revision
    - Reduce service and advising burden on the faculty advisor
    - Continue to produce revenue for the department
    - Maintain strong student outcomes for job prospects
  - Summary of Proposed Changes
    - Two MESSAGE tracks
      - Capstone track
      - Coursework track
    - Broader core curriculum
      - Currently 5 required core courses and 2 electives
      - Change to choose from selected list in ESS or CoENV
    - Structured group capstone projects
      - Individual separate capstones will be changed to a cohort model, with ~6 students working on a larger project
    - New “Applied Investigations” course open to all
      - Currently seminars and field courses are exclusive to MESSAGE
      - Redesign to be open to all graduate students
  - Juliet Will present more details in the February meeting
  - These changes will be applied for next year
- **Oversight** (Bergantz/Conway) – Nothing to report
- **Prelim** (Gorman-Lewis/Winglee) – Update on Prelim in Executive Session
- **Promotion, Merit & Reappointment** (Montgomery/Waddington) – Nothing to report
- **Senate** (Stone) - Nothing to report
- **Scholarships, Fellowships, and Awards** (Steig) – Nothing to report
- **College Council Representation** (Bergantz/Steig) –
  - Pursuing the conversation about the CoENV retirement policy
- **Old Business**
- **New Business**
- **Adjourn to Executive Session** -3:17

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**Minutes by:** Michelle Barr  
**Attendees:** Abramson, Bergantz, Buick, Catling, Condit, Creager, Crider, Duvall, Fudge, Gorman-Lewis, Holzworth, Huntington, Montgomery, Nelson, Schmidt, Sletten, Steig, Stone, Tobin, Toner, Waddington, Walters, Winebrenner
Staff, Students, and Guests: Barr, Bernard-Kingsley, Black, Gomberg,