School of Plant and Environmental Sciences—working groups and tasks
June 5, 2015

Planning Committee

Members: Alan Grant (chair), Beth Grabau, Jacob Barney, Jim Westwood, Bhadra Gunesekera, Roger Harris, Pris Sears, Holly Scoggins, Richard Veilleux, Rhonda Shrader, Meredith Steele, Kang Xia, Wade Thomason, Aureliano Bombarely Gomez, Sakiko Okumoto, Steve Rideout, Pete Schultz, and Tom Thompson

- Create multiple ways for faculty, staff, and students to give input for School creation.
- Consider and recommend the most appropriate Areas for the School with input from the departments

Organizational, Leadership, and Administrative Structure working group

Members: Alan Grant (chair), Beth Grabau, Roger Harris, Tom Thompson, Saied Mostaghimi, Susan Sumner, and Ed Jones

- Secure approval for name “School of Plant and Environmental Sciences” through university governance and BOV
- Administrative structure
  - Head, program directors, and area representatives - roles
  - Areas (or Groups or Sections) —how are they formed, what roles will they play in the School
- Reach out to external and industry groups (include CALS Communications and Marketing)

Plant Sciences Undergraduate Program working group

Members: CALS Academic Programs rep (Erik Ervin), Ozzie Abaye, Ben Tracy, Jen Stewart, Alex Niemiera, Barbara Leshyn, Sarah Gugercin (Susan Day), David Schmale, Anton Baudoin, and Sakiko Okumoto

- Recommend a plan for a new B.S. in Plant Sciences with appropriate majors and options; now is the time to be creative and innovative!
- Focus on reaching “new” student populations
- Prepare a proposal for CALS and university governance & SCHEV
- Develop check sheets, etc.
- Develop plans for...
  - undergraduate advising for Plant Sciences
  - marketing Plant Sciences
  - student recruiting, retention, and success

Environmental Science Undergraduate Program working group

Members: CALS academic programs rep (Alex Niemiera), Brian Badgley, Jen Stewart, John Galbraith, Kang Xia, Greg Welbaum, and Ruth Grene.
• Critically review current options in ENSC for currency and student demand; propose new majors and options if necessary; now is the time to be creative and innovative!
• Focus on reaching “new” student populations
• Prepare documents as necessary for CALS and university governance & SCHEV; develop checksheets, etc.
• Develop plans for...
  o undergraduate advising for Environmental Science
  o marketing Environmental Science
  o student recruiting, retention, and success

Graduate Programs working group
Members:  CALS graduate programs rep (Saied Mostaghimi and/or Susan Sumner), Ryan Stewart, Lee Daniels, Bingyu Zhao, Eric Beers, James Anderson, David Haak, Eva Collakova, Steve Rideout

• Review, compare, contrast graduate programs and procedures in the departments
• Develop a plan for SPES graduate programs
  o MS degrees (incl. OMALS); PhD degrees; Relation to IGEPS, MPS, etc.
• Prepare proposal(s) for CALS and university governance & SCHEV
• Develop “graduate guidelines” document(s) as necessary
  o Teaching requirement; Seminar requirement
  o Course requirements if any
  o Other policies and expectations related to graduate students and graduate advising
• Develop plans for graduate student recruiting, retention, and success
• Consider and recommend options for graduate student office and computing needs

Space and Facilities working group
Members:  Erik Ervin, Steve Nagle, Tom Thompson, John James, Jeff Burr, Dave Close, Dennis Gehrt, Guillaume Pilot, Michael Flessner, and Beth Grabau

• Recommendation for space utilization and planning:
  o Inventory facilities across the three departments, on- and off-campus (including ARECs)
  o Develop a facilities SWOT analysis
  o Evaluate how department facilities are currently managed and resourced
  o Provide recommendations for housing SPES administration
  o Recommend renovations to relocate administrative staff support
  o Recommend priorities for current facility needs, including repairs and improvements
  o Provide recommendations for future HABB/greenhouse facility planning

Faculty Governance working group
Members: Mike Goatley, Mark Reiter, Megan O’Rourke, Holly Scoggins, Beth Grabau, Roger Harris, Tom Thompson, Boris Vinatzer, and John Jelesko

• Recommend by-laws, including:
Faculty mentoring
- Expectations for promotion and tenure
- Faculty performance expectations and minimum standards
- Annual evaluation process
- Peer review of teaching and extension
- Recommend promotion and tenure guidelines and procedures
- Recommend committees/ committee structure and terms
- Recommend faculty meeting policies

Staff and Research Support Personnel working group
Members: CALS HR, Pat Donovan, Annie Lawrence, Takeshi Fukao, Constance Close, Pris Sears, Maura Wood, Judy Fielder, Niki McMaster, and Xiaofeng Wang
- Identify staff and support personnel needs
- Recommend evaluation procedures
- Consider organizations for representative employee groups (e.g., staff organization) of SPES

AREC Integration working group
Members: Greg Evanylo, Joyce Latimer, Bobby Grisso, Shawn Askew, Hillary Mehl, Hunter Frame, Wade Thomason, Tony Wolf, and Jim Owen
- Recommend ways to enhance interactions between ARECs and SPES
- Recommend ways to coordinate Extension programs and activities within the School

Finance and Operations working group
Members: CALS Finance (Steve Kleiber), Judy Keister, Sabrina Allen, Dee Perkins, Ben Tracy, Ashley Wills, Richard Veilleux, John McDowell, Patsy Neice, Dana Danis, Beth Grabau, Roger Harris, and Tom Thompson
- Business and HR operations (many sub-tasks)
- Budget allocation to School
  - Models?
  - Do we merge overhead, various funds, and VTF funds, or keep separate for a time?
  - Structure: positions, duties, services for faculty, approvals
  - Changing org numbers
- Merge start-up and other obligations and determine assets and liabilities of the School
- Information technology (include CALS-IT rep)
  - How do departments currently handle IT needs?
  - Recommend a plan for SPES IT support

Advancement (Development and Alumni Relations) working group
Members: Vernon Meacham, Ben Grove, Jamie Lucero, Beth Grabau, Tom Thompson, and Roger Harris
• Engage with alumni and friends of the college to keep them connected
• Engage with VTF and donors to update gift and endowment agreements as needed
• Engage prospective donors
• Develop a strategy to capitalize on new development opportunities offered by creation of the School