

**Ball State University  
Unit-level Sustainability Planning**

*[as mandated in Goal IV\_F of the 2007-2012 Ball State University Strategic Plan]*

A Sustainability Plan

for the

Directorship of \_\_\_\_\_  
Department of English  
College of \_\_\_\_\_  
Vice-Presidency of \_\_\_\_\_

Submitted to  
Dr. Terry King  
Provost and Vice-President for Academic Affairs

31 January, 2008

*[on or before]*

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## Achievements to Date

The following are our short-form question responses within the categories of Governance and Administration, Operations, Curriculum and Research, and Community Service and Outreach. In developing these short-form responses, we are pleased to report significant achievements in these areas and have identified opportunities for further development/transformation.

[Provide brief descriptions for each affirmative or goal response]

### **Governance and Administration**

**Y N Goal**

**X**  **1.** The unit has standing committees to address issues of sustainability.

**Y N Goal**

**X**  **2.** The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.

**Y N Goal**

**X**  **3.** The unit has established policies that encourage sustainability initiatives.

**Y N Goal**

**X**  **4.** The unit has sustainability integrated into its mission statement.

**Y N Goal**

**X**  **5.** The unit maintains active membership in organizations engaged in promoting sustainability.

**Y N Goal**

**X** **6.** The unit encourages and rewards research related to sustainability.

**Y N Goal**

**X** **7.** The unit encourages and rewards the integration of sustainability issues into course material.

**Operations**

Y N Goal

 X  1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.

These decisions are not made locally; we buy what the university allows us to buy.

Y N Goal

X   2. The unit has policies to restrict paper use.

Limit per class on copies, which must be ordered through the main office.

Y N Goal

X   3. The unit uses recycled paper.

Y N Goal

X   4. The unit recycles all materials accepted by the university system.

Y N Goal

X   5. The unit has appropriate recycling bins throughout its offices.

Y N Goal

  X 6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.

Y N Goal

  X 7. The unit specifies hybrid electric vehicles for travel.

Y N Goal

   8. The unit shows preference for sustainable lodging for professional travel.

Y N Goal

  X 9. The unit uses washable dinner/service ware for its meetings/receptions.

Y N Goal

X   10. The unit purchases/uses remanufactured office furniture.

See #1 above. New furniture purchases approved by university; most furniture we get is relocated through inventory control.

**Y N Goal**

**11.** The unit purchases/uses sustainable materials for office furnishings.

See #1 last page.

**Y N Goal**

**12.** The unit discourages the use of single-occupant automobile travel.

**Y N Goal**

**13.** Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.

**Y N Goal**

**14.** The unit's thermostats are set to minimize energy use for heating and cooling.

Thermostats in our rooms don't work, are centrally set?

### Curriculum

**Y N Goal**

**1.** The unit has courses dedicated to issues related to sustainability.

**Y N Goal**

**2.** The unit has courses with sustainability content.

A few creative writing classes taught by Sean Lovelace; a novel on "Ecotopia" is assigned in Bob Nowatzki's English 444; several writing program teachers encourage research on sustainability, and all allow it.

**Y N Goal**

**3.** The unit has courses in which students are encouraged to address sustainability issues in their assignments.

See above #2.

**Y N Goal**

**4.** The unit recognizes sustainability courses from other departments as legitimate electives for credit in its programs.

**Y N Goal**

**5.** The unit has dedicated sustainability courses that can be taken for credit as part of a major or minor outside of the unit.

**Research**

Y N Goal

X   1. Members of the unit have conducted research on issues of sustainability in their discipline.

A few- Elizabeth Nesbitt on sustainability in Native American settings. Mai Kuha has a journal article and two conference presentations.

Y N Goal

X   2. Members of the unit have published on issues of sustainability in their discipline.

See above- Mai Kuha

Y N Goal

X   3. Members of the unit attend conferences that address issues of sustainability.

Nesbitt and Kuha

Y N Goal

X   4. Members of the unit belong to associations dedicated to sustainability issues.

Nesbitt and Kuha

Y N Goal

X  5. The unit has hosted workshops on issues of sustainability.

Y N Goal

X  6. The unit has hosted conferences on issues of sustainability.

**Community Service and Outreach**

**Y N Goal**  
 **X**  **1.** The unit engages in public and/or outreach activities that address issues of sustainability.

**Y N Goal**  
 **X**  **2.** The unit is in partnership with others in the community in the pursuit of sustainability.

**Y N Goal**  
 **X**  **3.** The unit participates in community events that address issues of sustainability.

**Y N Goal**  
 **X**  **4.** The unit has initiated community endeavors in pursuit of sustainability.

## **Existing conditions as baseline (data as available)**

In preparing our short-form responses to the questions in the previous section, we accumulated the following data sets. These comprise the numerical underpinnings specific to our (pick one) Center, Institute, Department, College, Vice-Presidency.

### **A List of Academic Offerings**

**Topical Sustainability Lectures**

**Topical Sustainability Modules**

**Sustainability Courses**

**Sustainability Programs**

**Sustainability Concentrations**

**Sustainability Degree Offerings**

**Sustainability Immersive On-and Off-Campus Experiences**



## **Existing conditions as baseline (data as available)**

### **A List of Faculty, Staff and Student Activities**

#### **Professional Academic Organizations**

**Mai Kuha Interdisciplinary Sustainability Assn.  
Interdisciplinary International Conference on the Environment**

#### **Professional Staff Organizations**

#### **Student Associations and Clubs**

#### **Hybrid Fleet Vehicle Use**

#### **Hybrid Electric Shuttle Bus Use**

#### **Bicycling**

#### **Carpooling**

**accomodate several commuters Re: scheduling to facilitate carpooling.**

#### **MITS Bio-Diesel Bus Use**

#### **Conference Travel; Carbon Offset Purchases (and others...)**

**Existing conditions as baseline (data as available)**

**A List of Operational Commitments in the Building(s) We Occupy**

**Building Use: Lamps, Occupancy Sensors, Waterless Urinals**

**These decisions are not made locally.**

**Material Use/Recycling: Paper, Water, Cartridges, Cans, Glass, Wet Garbage**

**We use recyclable paper as the university regulates. We recycle cartridges and cans.**

**Food Use/Recycling: Local Sourcing, Washable Dinnerware**

**Administrative staff has/ uses washable dishes.**

## Goals

Given our assessment of where things stand, we have identified the following goals for our unit.

### Governance and Administration

- place documents for department meetings on ilocker, as part of a larger (and ongoing) effort to cut down on use of paper.

- the department administration coordinate carpooling for faculty/staff who commute.

### Operations

- encourage a culture of sustainability in the department, beginning with weekly “green tips” in the chair’s newsletter.
- Agitate for appropriate changes to Robert Bell (smart light switches, thermostats that work, keying elevator so that only people who need it can use it.)

### Curriculum

- Have four curricular areas (literature, rhetoric and writing, creative writing, linguistics) discuss ways to intergrate material on sustainability within framework of existing courses.

### Research

### Community Service and Outreach

## Implementation

We have aligned specific action items with the 5-year cycling of the Strategic Plan and anticipate being able to move forward in the respective categorical areas, as described below.

2008	Action Items	Resource Needs
	<p><b>Governance and Administration</b></p> <p>Place documents for department meetings – including Curricular change forms, agendas, etc. – on ilocker. Project agendas on screen at meetings rather than copying.</p>	None
	<p><b>Operations</b></p> <p>- have department administration coordinate carpools for staff who commute. - place weekly “green tip of the week” in chair’s newsletter as part of an effort to create a culture of sustainability.</p>	None None
	<p><b>Curriculum</b></p>	
	<p><b>Research</b></p>	
	<p><b>Community Service and Outreach</b></p>	

2009	Action Items	Resource Needs
<b>Governance and Administration</b>		
Continue to increase use of electronic document formats and decrease use of paper		None
<b>Operations</b>		
Agitate for changes to Robert Bell ( see goals) Have department administration help coordinate carpools for commuters; give scheduling preference to facilitate this		None locally
<b>Curriculum</b>		
Have curricular areas consider ways to integrate material on sustainability into existing class framework		None
<b>Research</b>		
<b>Community Service and Outreach</b>		

2010	Action Items	Resource Needs
<p><b>Governance and Administration</b></p> <p>Re-evaluate progress on reducing use of paper; design new goals for 011-12.            Short for 100% use of electronic documents by 2012.</p> <p><b>Operations</b></p> <p>Monitor progress in agitation for appropriate changes in RB</p> <p>Monitor progress on encouraging carpooling; continue to facilitate and schedule to accommodate carpooling.</p> <p><b>Curriculum</b></p> <p>Monitor progress on curriculum, set new goals for 011-12</p> <p><b>Research</b></p> <p><b>Community Service and Outreach</b></p>		

2011	Action Items	Resource Needs
	<p><b>Governance and Administration</b> Implement goals for 010; monitor progress on 100% electronic documents goal.</p>	None
	<p><b>Operations</b> Monitor success on agitator for changes in RB.</p>	None
	<p><b>Curriculum</b> Revisit curriculum. Has sustainability been integrated into existing courses? Have curricular areas set goals.</p>	None
	<p><b>Research</b></p>	
	<p><b>Community Service and Outreach</b></p>	

2012 Action Items	Resource Needs
<p><b>Governance and Administration</b></p> <p>Monitor success on 100% electronic documents goal.</p>	<p>None</p>
<p><b>Operations</b></p>	
<p><b>Curriculum</b></p> <p>Monitor progress on 011 goals.</p>	<p>None</p>
<p><b>Research</b></p>	
<p><b>Community Service and Outreach</b></p>	



