

Ball State University
Unit-level Sustainability Planning

A Sustainability Plan

for the

Graduate School

Submitted to
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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.

Governance and Administration

Y N Goal

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

Y N Goal

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

Y N Goal

☐ ☐ ☐ 3. The unit has established policies that encourage sustainability initiatives.

Y N Goal

☐ ☐ ☐ 4. The unit has sustainability integrated into its mission statement.

Y N Goal

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

Y N Goal

☐ ☐ ☐ 6. The unit encourages and rewards research related to sustainability.

Y N Goal

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

Operations**Y N Goal**☐ ☐ ☐ 1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.**Y N Goal**x☐ ☐ ☐ 2. The unit has policies to restrict paper use.**Email transcripts to departments rather than send paper copies.****Encourage prospective students to submit applications for graduate study electronically.****Use both sides of paper when copying is necessary.****Y N Goal**☐ ☐ ☐ 3. The unit uses recycled paper.**Y N Goal**x☐ ☐ ☐ 4. The unit recycles all materials accepted by the university system.

Recycle bins are conveniently located in our building.

Y N Goalx☐ ☐ ☐ 5. The unit has appropriate recycling bins throughout its offices.

Recycle bins are conveniently located in our building.

Y N Goalx☐ ☐ ☐ 6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.**Use electronic communication as the primary means of communication with on-campus constituencies****Y N Goal**☐ ☐ ☐ 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.

When possible, the Graduate School uses washable dinner/service ware for meetings.

Y N Goal☐ ☐ ☐ 10. The unit purchases/uses remanufactured office furniture.**Y N Goal**Unit Name _____
Date _____

- x ☐ ☐ ☐ **11.** The unit purchases/uses sustainable materials for office furnishings.
Express a preference for, or choose, recycled products, when ordering.

- Y N Goal**
☐ ☐ ☐ **12.** The unit discourages the use of single-occupant automobile travel.

- Y N Goal**
x ☐ ☐ ☐ **13.** Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.

Use desk lamps in some offices.

Limit use of overhead lighting in some offices, i.e., do not turn on all lights.

- Y N Goal**
☐ ☐ ☐ **14.** The unit's thermostats are set to minimize energy use for heating and cooling.

The Graduate School thermostats are set by the facilities office.

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.

- Y N Goal**
☐ ☐ ☐ **3.** The unit has courses in which students are encouraged to address sustainability issues in their assignments.

- 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**

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

Y N Goal

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

Y N Goal

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

Y N Goal

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

Y N Goal

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

Y N Goal

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

Community Service and Outreach

- | Y | N | Goal |
|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ 1. The unit engages in public and/or outreach activities that address issues of sustainability. |
| ☐ | ☐ | ☐ 2. The unit is in partnership with others in the community in the pursuit of sustainability. |
| ☐ | ☐ | ☐ 3. The unit participates in community events that address issues of sustainability. |
| ☐ | ☐ | ☐ 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

Not applicable.

Topical Sustainability Modules

Not applicable.

Sustainability Courses

Not applicable.

Sustainability Programs

Not applicable.

Sustainability Concentrations

Not applicable.

Sustainability Degree Offerings

Not applicable.

Sustainability Immersive On-and Off-Campus Experiences

Not applicable.

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

**Indiana Academy of Science
American Chemical Society**

Professional Staff Organizations

**National Association of Graduate Admissions Professionals (NAGAP)
American Association of Collegiate Registrars and Admissions Officers (AACRAO)**

Student Associations and Clubs

Hybrid Fleet Vehicle Use

Do not currently request specific vehicles for travel.

Hybrid Electric Shuttle Bus Use

Bicycling

Carpooling

MTS 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

Use desk lamps in some offices.

Limit use of overhead lighting in some offices, i.e., do not turn on all lights.

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

Recycle as many reusable materials as possible.

Email transcripts to departments rather than send paper copies.

Encourage prospective students to submit applications for graduate study electronically.

Use both sides of paper when copying is necessary.

Use electronic communication as the primary means of communication with on-campus constituencies.

Use paper communication only for official correspondence with students and other officials.

Express a preference for, or choose, recycled products, when ordering.

Food Use/Recycling: Local Sourcing, Washable Dinnerware

Use washable dinnerware as much as possible.

Goals

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

Governance and Administration

The Graduate School will maintain current and establish new policies to encourage sustainability initiatives as needed.

Operations

The Graduate School will purchase/use sustainable materials for office furnishings.

Curriculum

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
Governance and Administration		
	Graduate School (GS) will maintain current and establish new policies to encourage sustainability initiatives as needed.	None
	GS will recycle all reusable materials accepted by the university system.	None
	GS will continue to use washable dinnerware as much as possible.	None
	GS will use its own server to store documents, e.g., transcripts and applications to Graduate School, standardized test scores.	Server and technical support from UCS.
	GS will require electronic submission of all research papers, creative projects, theses, and dissertations.	Technical support from UCS. Project to be completed in summer 2008.
Operations		
Curriculum		
Research		
Community Service and Outreach		

2009	Action Items	Resource Needs
Governance and Administration		
Same as 2008.		
GS will request implementation of electronic submission graduate faculty applications.		Technical support from UCS.
Operations		
Curriculum		
Research		
Community Service and Outreach		

2010	Action Items	Resource Needs
Governance and Administration		
Same as 2009.		
Operations		
Curriculum		
Research		
Community Service and Outreach		

2011	Action Items	Resource Needs
Governance and Administration		
Same as 2009.		
Operations		
Curriculum		
Research		
Community Service and Outreach		

