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

Department of Information Systems and Operations Management

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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.

[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.

Presently, there is no committee. But in our next department's fall meeting, we will create a standing sustainability committee. The committee will include a faculty member, staff, and a student.

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.

Once the committee is formed in our next department meeting, the committee will be asked to devise the policy.

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.

Faculty engaged in sustainability-related research will be recognized through the promotion, tenure, and merit review procedures.

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.

The Department will purchase/use Energy Star rated equipment in our future purchases.

Y   N   Goal

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

We encourage duplex photocopying and printing, use of electronic distribution of meeting agendas, minutes, and related documents.

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.

Faculty, staff, and students will be encouraged to request hybrid electric vehicles when using the university fleet.

Y   N   Goal

☐ **X** ☐   **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.

Not applicable.

Y   N   Goal

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

Not applicable.

Y   N   Goal
☐   **X**   ☐   **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.

   We will request that all restrooms, offices, and classrooms be outfitted with
   occupancy sensors.

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

   In our building there is no way to control thermostat at individual level.

Curriculum
Y   N   Goal
☐   **X**   ☐   **1**. The unit has courses dedicated to issues related to sustainability.

Y   N   Goal
☐   **X**   ☐   **2**. The unit has courses with sustainability content.

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

Y   N   Goal
☐   **X**   ☐   **4**. The unit recognizes sustainability courses from other departments as legitimate
   electives for credit in its programs.

Y   N   Goal
☐   **X**   ☐   **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.

Y   N   Goal
☐   **X**   ☐   **2**. Members of the unit have published on issues of sustainability in their discipline.

Y   N Goal
X ☐ ☐ **3**. Members of the unit attend conferences that address issues of sustainability.

> *Few members have attended the workshops addressing issues of sustainability here at Ball State.*

Y   N Goal
☐ **X** ☐   **4**. Members of the unit belong to associations dedicated to sustainability issues.

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 *Department of Information Systems and Operations Management.*

A List of Academic Offerings

Topical Sustainability Lectures   **None**

Topical Sustainability Modules   **None**

Sustainability Courses   **None**

Sustainability Programs   **None**

Sustainability Concentration   **None**

Sustainability Degree Offerings   **None**

Sustainability Immersive On-and   **None**
  Off-Campus Experiences

Existing conditions as baseline (data as available)

A List of Faculty, Staff, and Student Activities

Professional Academic Organizations   **None**

Professional Staff Organizations   **None**

Student Associations and Clubs   **None**

Hybrid Fleet Vehicle Use
Faculty and students may be using hybrid electric vehicles/E85 vehicles as and when they travel for official purposes

Hybrid Electric Shuttle Bus Use
Faculty and students may be using Hybrid Electric Shuttle Bus for campus commute

Bicycling
Some students and faculty may bicycle but there are no records maintained at the office.
Carpooling
Some students and faculty may carpool but there are no records maintained at the office.

MITS Bio-Diesel Bus Use
Some students and faculty may bus but there are no records maintained at the office.

Conference Travel: Carbon Offset Purchases (and others…) None

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
- *Rooms in department will be outfitted with motion sensors to turn lights off when unoccupied.*

Material Use/Recycling: Paper, Water, Cartridges, Cans, Glass, Wet Garbage
- *Containers located strategically in the department.*

Food Use/Recycling: Local Sourcing, Washable Dinnerware

Goals

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

Governance and Administration
We will create a standing sustainability committee nominated and appointed by chair.
The committee will participate and cooperate with other committees on the campus
The committee will also work to increase awareness about sustainability and activities of COTE.

Operations
Continue to recycle material.
Continue to support Energy Star rated equipment through University Purchasing
Consider replacing switches with occupancy sensors in labs and rooms.
Encourage use of energy efficient Hybrid fleet vehicles.
Continue to use duplex printers for both sides printing.

Curriculum
Have not planned anything yet but committee may be asked to work on this.

Research
Have not planned anything yet but committee may be asked to work on this.

Community Service and Outreach
Have not planned anything yet but committee may be asked to work on this.

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.

2008-2012	Action Items	Resource Needs
Governance and Administration *Create a standing sustainability committee elected from colleagues and appointed by chair.*		**None**
Operations *Request information on Energy Star rated equipment through University Purchasing.*		**None**
Request that all offices and classrooms be outfitted with occupancy sensors.		Occupancy sensor units will be needed
Curriculum		**None**
Research		**None**
Community Service and Outreach		**None**