

Ball State University
Unit-level Sustainability Planning

to enhance the economic, environmental, and social vitality of our community, our state, and our world
as stated in **Our Mission for Destination 2040; Our Flight Path**

A Sustainability Plan for the
School of Music
1 March, 2020

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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

YES	NO	GOAL	1. The unit has standing committees to address issues of sustainability.
	X		The School of Music's Faculty Advisory Committee, Student Advisory Committee, and the Music Leadership Team (MLT) can and do address issues of sustainability when they arise.
YES	NO	GOAL	2. The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.
	X		We do not provide additional assigned load, but it can be potentially included as part of the regular duties assigned to our Associate Director. He/she is responsible for facilities-related items, so it may be a natural fit for this person to also serve as our de facto sustainability coordinator. Of course, we need to carefully consider how many duties we continue to place on the AD and other faculty in light of being fiscally responsible but also valuing the work and our human resources.
YES	NO	GOAL	3. The unit has established policies that encourage sustainability initiatives.
	X		Faculty within our unit are aware of the University's adopted statement on sustainability and continue to encourage sustainability initiatives among their faculty colleagues, staff, and students.
YES	NO	GOAL	4. The unit has sustainability integrated into its mission statement.
	X		The unit's mission statement does not include specific language related to sustainability. However, we do recognize that we are part of the University and similarly strive to "enhance the economic, environmental, and social vitality of our community, our state, and our world" through music.
YES	NO	GOAL	5. The unit maintains active membership in organizations engaged in promoting sustainability.
	X		Currently we do not, but we would appreciate any recommendations of organizations we might wish to align ourselves with to enhance our sustainability efforts.
YES	NO	GOAL	6. The unit encourages and rewards research related to sustainability.
	X		Currently we do not, but we would appreciate any recommendations from the University as to how it encourages and rewards research related to sustainability so that we might replicate such efforts within our unit.
YES	NO	GOAL	7. The unit encourages and rewards the integration of sustainability issues into course material.
	X		Currently we do not, but we would appreciate any recommendations from the University as to how it encourages and rewards the integration of sustainability into course material so that we might replicate such efforts within our unit.

Operations

YES	NO	GOAL	1. The unit purchases/uses Energy Star Office Telecommunications Equipment.
		X	We are researching how we might purchase/use Energy Star or other sustainable telecommunications equipment through the University.
YES	NO	GOAL	2. The unit has policies to restrict paper use.
		X	Like the rest of the University, we utilize managed print that requires faculty and staff to log in when copying/printing materials, tracks the number of copies/images by individual user, and encourages folks to be more conscious of sustainability. Equipment settings default to black and white and two-sided for all copying and printing. We also utilize electronic distribution of meeting agendas, minutes, and related documents, and no longer allow faculty to print syllabi, instead requiring all syllabi to be posted to the course Canvas site.
YES	NO	GOAL	3. The unit uses recycled paper.
		X	We utilize recycled paper whenever it is fiscally responsible to do so.
YES	NO	GOAL	4. The unit recycles all materials accepted by the University system.
		X	We use the University's co-mingled recycling waste system. Several recycling containers are located prominently in our departmental administrative office suite and throughout the School of Music – typically near centralized printers/copiers and other trash receptacles.
YES	NO	GOAL	5. The unit has appropriate recycling bins throughout its offices.
		X	Same as above. Several recycling containers are located prominently in our departmental administrative office suite and throughout the School of Music – typically near centralized printers/copiers and other trash receptacles.
YES	NO	GOAL	6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.
		X	Some of our faculty have participated in service capacities with professional organizations using teleconferencing connections. Teleconferencing has also been utilized more within hiring processes. The continuing cuts to our already limited travel budget have necessitated a lot of these efforts.
YES	NO	GOAL	7. The unit specifies hybrid electric vehicles for travel.
		X	We encourage all those requesting University vehicles for travel to choose hybrid electric cars.
YES	NO	GOAL	8. The unit shows preference for sustainable lodging for professional travel.
		X	We are researching sustainable lodging so that we might become better informed and able to make more specific recommendations for those traveling from our unit. Of course, we must do this in a way that is also fiscally responsible.
YES	NO	GOAL	9. The unit uses washable dinner/service ware for its meetings/receptions.
		X	We utilize washable dinner/service ware for more formal receptions and whenever possible. The problem, however, is that it is not cost effective to utilize washable dinner/service ware. Our unit would utilize it more often if catering did not charge significantly more for such items.

YES	NO	GOAL	10. The unit purchases/uses remanufactured office furniture.
	X		We do not often purchase new furniture. We customarily use recycled/redistributed furniture available from the University.
YES	NO	GOAL	11. The unit purchases/uses sustainable materials for office furnishings.
	X		Sam as above. We do not often purchase new furniture. We customarily use recycled/redistributed furniture available from the University.
YES	NO	GOAL	12. The unit discourages the use of single-occupant automobile travel.
		X	Faculty are encouraged to carpool when possible for travel to conferences. Again, continued cuts to our already limited travel budget has necessitated these efforts.
YES	NO	GOAL	13. Classroom, Office, and/or Restroom lighting for the unit is controlled by occupancy sensors.
		X	We As spaces in our buildings are renovated, lighting systems are fitted with occupancy sensor switches. At this point, a majority of our unit has this sustainable upgrade.
YES	NO	GOAL	14. The unit's thermostats are set to minimize energy use for heating and cooling.
	X		We Maintaining consistent temperature with appropriate humidity is our goal, as we have many sensitive and expensive instruments in our buildings that require us to do so. We could do more in this area if we could depend on greater consistency in our heating and cooling systems.

Curriculum

YES	NO	GOAL	1. The unit has courses dedicated to issues related to sustainability.
	X		
YES	NO	GOAL	2. The unit has course with sustainability content.
	X		
YES	NO	GOAL	3. The unit has courses in which students are encouraged to address sustainability issues in their Assignments.
	X		
YES	NO	GOAL	4. The unit recognizes sustainability courses from other departments as legitimate electives for credit in its programs.
	X		The unit encourages students interested in issues related to sustainability to seek out courses in the greater University curriculum that would both meet the elective needs for their program of study and align with their interests.
YES	NO	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.
	X		

Research

YES	NO	GOAL	1. Members of the unit have conducted research on issues of sustainability in their discipline.
	X		
YES	NO	GOAL	2. Members of the unit have published on issues of sustainability in their discipline.
	X		
YES	NO	GOAL	3. Members of the unit attend conferences that address issues of sustainability.
	X		Several of our colleagues belong to and attend conferences of the American Musicological Society, which recently formed an “Ecocriticism Study Group” (ESG) to provide a forum for exploring the intellectual and practical connections between the studies of music, culture, and nature. Such connections will necessarily intersect with sustainability.
YES	NO	GOAL	4. Members of the unit belong to associations dedicated to sustainability issues.
	X		Same as above. Several of our colleagues belong to and attend conferences of the American Musicological Society, which recently formed an “Ecocriticism Study Group” (ESG) to provide a forum for exploring the intellectual and practical connections between the studies of music, culture, and nature. Such connections will necessarily intersect with sustainability.
YES	NO	GOAL	5. The unit has hosted workshops on issues of sustainability.
	X		
YES	NO	GOAL	6. The unit has hosted conferences on issues of sustainability.
	X		

Community Service and Outreach

YES	NO	GOAL	1. The unit engages in public and/or outreach activities that address issues of sustainability.
	X		
YES	NO	GOAL	2. The unit is in partnership with others in the community in the pursuit of sustainability.
	X		Several of our faculty and students participate in the East Central Indiana Muncie – Delaware County Living Lightly Fair.
YES	NO	GOAL	3. The unit participates in community events that address issues of sustainability.
	X		Same as above. Several of our faculty and students participate in the East Central Indiana Muncie – Delaware County Living Lightly Fair.
YES	NO	GOAL	4. The unit has initiated community endeavors in pursuit of sustainability.
	X		

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 the School of Music.

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 Off-Campus Experiences

None

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

Data not available.

Professional Staff Organizations

Data not available.

Student Associations and Clubs

Data not available.

Hybrid Fleet Vehicle Use

Data not available.

Hybrid Electric Shuttle Bus Use

Data not available.

Bicycling

At least three faculty members regularly commute by bicycle (more when weather permits).

Carpooling

Several faculty indicate they carpool often.

MITS Bio-Diesel Bus Use

Data not available.

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

Data not available.

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

data available from custodial services / facilities staff

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

data available from custodial services / facilities staff

Food Use/Recycling: Local Sourcing, Washable Dinnerware

whenever available as an option.

Goals

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

Overall

Create a culture of sustainability within the School of Music and be as sustainable a unit as is possible by 2040.

Governance and Administration

The School of Music's Faculty Advisory Committee, Student Advisory Committee, and Music Leadership Team can vet proposals/issues brought before them. A discussion of sustainability issues can also become a regular item on the committee agendas. The Associate Director can be point person for receiving proposals and implementing strategies.

Operations

When purchasing equipment, we will consider Energy Star ratings and other sustainable options depending on the equipment needed. We will also request washable dinner/service ware when appropriate for various meetings and receptions and when it is fiscally prudent. We would like to see the University take more of a lead in this area. As facilities are renovated, request light systems to be fitted w/occupancy sensors and other sustainability upgrades that might be available.

Curriculum

We will encourage faculty to consider when/how it might be appropriate to include sustainability issues in current course content. We can also begin to look at how we might reward such efforts, but it would be helpful if the University first created a model that we might build off of. Specifically, how will the University evaluate sustainable contributions in the Promotion & Tenure and Salary & Merit processes?

Research

Again, we will encourage faculty to consider when/how it might be appropriate to engage in research that includes or intersects with sustainability issues. We can also begin to look at how we might reward such efforts, but it would be helpful if the University first created a model that we might build off of. Specifically, how will the University evaluate research related to sustainability issues in the Promotion & Tenure and Salary & Merit processes?

Community Service and Outreach

We will continue to encourage faculty, student, and staff involvement as available and when appropriate

Implementation

Using *Destination 2040: Our Flight Path* as a model, the School of Music has established one broad and ambitious goal related to sustainability and created a small set of strategic imperatives that we will strive to execute by 2024 (see **Goals** above). The implementation plan for the specific action items related to the prescribed categorical areas follows.

Category - Goal	Champion(s)	Timeframe	Resources	Outcome Measures
Overall Create a culture of sustainability in the School of Music and be as sustainable a unit as possible.	All faculty and staff within the School	by 2040	TBD	Progress made on the goals in each of the prescribed categorical areas will be an indication of progress toward this overall goal.
Governance and Administration Vet proposals/issues brought to the School. Include discussion of sustainability issues on the committee agendas. Streamline a process for receiving and implementing sustainability proposals and addressing issues related to sustainable outcomes.	Faculty Advisory Cmte Student Advisory Cmte Music Leadership Team Committee Chairs Associate Director	2019-2024 2019-2024 2019-2024	NA NA NA	Track number of proposals/issues brought to the School through the various committees. Track sustainability discussion and efforts through meeting agendas and minutes. Report on sustainability proposals and issues acted on by the School.
Operations Consider Energy Star ratings and other sustainable options when purchasing equipment needed. Request washable dinner/service ware when appropriate for various meetings and receptions. As facilities are renovated, request light systems to be fitted with occupancy sensors and other available sustainability upgrades.	Director Administrative Coordinator(s) Administrative Coordinator(s) Director Administrative Coordinator(s)	2019-2024 2019-2024 2019-2024	\$\$ \$\$ \$\$\$	Report on Energy Star ratings and other sustainable features of purchased equipment. Track washable dinner/service ware use for SOM events and report on increased costs or savings when requesting washable wares. Identify areas not fitted with occupancy sensors and report on areas as they become fitted with sustainable upgrades.
Curriculum Encourage faculty to consider when/how it might be appropriate to include sustainability issues in current course content. Explore how the SOM might reward faculty for including sustainability issues in course content.	Music Leadership Team Director Promotion & Tenure Cmte Salary & Merit Cmte	2019-2024 2019-2024	NA \$\$\$	Track the number of faculty who are including issues of sustainability in their course content. Track number of sustainability efforts reported by faculty in annual P&T and S&M reviews.
Research Encourage faculty to consider when/how it might be appropriate to engage in research that includes or intersects with sustainability issues.	Music Leadership Team	2019-2024	NA	Track the number of faculty who are engaging in research that includes or intersects with issues of sustainability.

Explore how the SOM might reward faculty for engaging in research that includes or intersects with issues of sustainability.	Music Leadership Team	2019-2024	\$\$\$	Track number of research or creative endeavors related to sustainability reported by faculty in annual P&T and S&M reviews.
<i>Community Service and Outreach</i> Encourage faculty, student, and staff involvement as available and when appropriate.	All faculty and staff within the School	2019-2024	NA	Track faculty, student, and staff involvement in community service and outreach events.