# 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 Social Work

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

17 December, 2010

[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]

Governan	ce and Administration
Y N	1. The unit has standing committees to address issues of sustainability.
	Our department faculty will explore the option of creating a standing sustainability committee during Spring Semester 2011
Y N	2. The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.
Y N	3. The unit has established policies that encourage sustainability initiatives.
	The departmental adheres to the initial plan set forth by the College of Sciences and Humanities
Y N	4. The unit has sustainability integrated into its mission statement.
<b>%</b> 7 <b>N</b> 1	The department will consider the possibility of integrating a statement on sustainability into its mission statement during its next revision.
	<b>5</b> . The unit maintains active membership in organizations engaged in promoting sustainability.
	The department is a member of the Council on Social Work Education which is an advocate for sustainability
Y N	6. The unit encourages and rewards research related to sustainability.
	Research in this area would be recognized through the promotion, tenure and merit review procedures.
Y N	7. The unit encourages and rewards the integration of sustainability issues into course material.
	Course innovations addressing this topic would count toward merit pay.

<b>Operations</b>	
	1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.
	We do not have control over many of these decisions
Y N	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	3. The unit uses recycled paper.
	We are unable to use recycled paper because of the age of our copy machine
Y N	4. The unit recycles all materials accepted by the university system.
	We use the university's co-mingled recycling waste system; several recycling containers are located prominently in our departmental administrative offices.
Y N	5. The unit has appropriate recycling bins throughout its offices.
	Departmental offices have a dual waste receptacle for faculty and staff to separate garbage from co-mingled recyclable materials (paper, glass, plastics).
Y N	<b>6</b> . The unit has policies that encourage the use of teleconferencing capabilities to limit travel.
Y N	7. The unit specifies hybrid electric vehicles for travel.
	The department always requests a hybrid vehicle for faculty, staff and students travel when using the university fleet.
Y N	<b>8</b> . The unit shows preference for sustainable lodging for professional travel.
	We may elect to set this as a goal in the next several years. Largely, we need to become more informed about the options before we can take action.
Y N	9. The unit uses washable dinner/service ware for its meetings/receptions.

Y N	10. The unit purchases/uses remanufactured office furniture.
	We do not purchase or use remanufactured office furniture. We obtain "used" furniture
Y N	11. The unit purchases/uses sustainable materials for office furnishings.  We do not purchase or use sustainable materials for office furnishings. We have little control over
	this as we basically rely on used office furnishings for our area.
Y N	12. The unit discourages the use of single-occupant automobile travel.
	Faculty are <u>encouraged</u> to carpool when possible for travels to conferences;
Y N	13. Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.  Unit has no control over this
Y N	<ul><li>Unit has no control over this</li><li>14. The unit's thermostats are set to minimize energy use for heating and cooling.</li></ul>
Curriculum Y N □ ⊠	1. The unit has courses dedicated to issues related to sustainability.
Y N	2. The unit has courses with sustainability content.
Y N	One undergraduate course has content on sustainability.
	3. The unit has courses in which students are encouraged to address sustainability issues in their assignments.
	Only one undergraduate course has assignments on sustainability.
Y N	<b>4</b> . The unit recognizes sustainability courses from other departments as legitimate electives for credit in its programs.
	If they are upper level courses (300 and 400 level courses) they can be considered as an elective
Y N	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 V N	
Y N	1. Members of the unit have conducted research on issues of sustainability in their discipline.
Y N	2. Members of the unit have published on issues of sustainability in their discipline.
Y N	3. Members of the unit attend conferences that address issues of sustainability. We have one faculty member who attended a conference on this topic
Y N	4. Members of the unit belong to associations dedicated to sustainability issues.
Y N	<b>5.</b> The unit has hosted workshops on issues of sustainability.
Y N	<b>6.</b> The unit has hosted conferences on issues of sustainability.
Community S	Service and Outreach
Y N	1. The unit engages in public and/or outreach activities that address issues of sustainability.
Y N	<b>2.</b> The unit is in partnership with others in the community in the pursuit of sustainability.
Y N	3. The unit participates in community events that address issues of sustainability.
Y N	<b>4.</b> 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 Social Work Department.

## A List of Academic Offerings

Topical Sustainability Lectures
Topical Sustainability Modules
Sustainability Courses
Sustainability Programs
Sustainability Concentration
Sustainability Degree Offerings
Sustainability Immersive On-and Off-Campus Experiences We offered an Immersive Learning experience in Social Work 320 during Spring 2009

We offered an Immersive Learning experience in Social Work 320 during Spring 2009 and Fall 2010. Students worked to complete needs assessment with the Amish regarding water sustainability efforts on their farms

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

# A List of Faculty, Staff and Student Activities

### **Professional Academic Organizations**

BSU social work faculty currently hold membership in:

CSWE Council on Social Work Education

**Professional Staff Organizations** 

**Student Associations and Clubs** 

**Hybrid Fleet Vehicle Use** 

We always request hybrid vehicles from the motor pool.

**Hybrid Electric Shuttle Bus Use** 

**Bicycling** 

Carpooling

**MITS Bio-Diesel Bus Use** 

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

Faculty are encouraged to carpool to sites nearby.

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

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

• We encourage the use of energy efficient lighting within our office area

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

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**

Explore the creation a standing sustainability committee elected from colleague and staff. Explore the integration of a statement on sustainability into the departmental mission statement.

### **Operations**

Request information on Energy Star rated equipment through University purchasing.
Request washable dinner/service ware for the following meetings and receptions.
Continue to encourage use of electronic communications and documents (e.g., syllabi, tests) to reduce paper use
Continue recycling

#### Curriculum

Continue to reward sustainability-related curricular innovations in P&T and merit pay

### Research

Continue to reward sustainability-related research in P&T and merit pay.

### **Community Service and Outreach**

Continue to reward sustainability-related outreach in P&T and merit pay

# 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 Ite	ms	<b>Resource Needs</b>
Governance and Administratio	n	
		None
Operations		
Request information on Energy Star University purchasing.	rated equipment through	
Request washable dinner/service wa meetings and receptions.	re for the following	None
Continue to encourage use of electro (e.g., syllabi, tests) to reduce paper to		
Continue recycling		None
Curriculum Continue to reward sustainability-reinnovations in P&T and merit pay	elated curricular	None
Research Continue to reward sustainability-reand merit pay	clated research in P&T	
Community Service and Outres Continue to reward sustainability-re and merit pay		

2009 Action Items	<b>Resource Needs</b>
Governance and Administration	
Operations	\$20. per trip
Curriculum	
Offer the following new course in Sustainability:	
Research	.25 FTE
Expand the number of faculty attending conferences that address issues of sustainability.	
Expand participation by faculty in research related to sustainability.	\$ 2000.
Community Service and Outreach Expand participation by faculty in the Business Fellows Program.	
Expand community outreach through broader participation in the following programs:	
<del></del>	

2010	<b>Action Items</b>	<b>Resource Needs</b>
Governance a	and Administration	
Explore the cre	ation a standing sustainability committee elected j	None
colleague and s		
_	egration of a statement on sustainability into the	
departmental m	nission statement.	
Operations		
Continue to end	courage use of electronic communications	
	(e.g., syllabi, tests) to reduce paper use	N
Continue recyc		None
Continue use of	f multi-occupant vehicles for official travel	
Curriculum		
Continue to rew	ward sustainability-related curricular	None
	P&T and merit pay	None
Research		
Continue to rev	ward sustainability-related research in P&T	None
and merit pay		None
Community S	Service and Outreach	
_	ward sustainability-related outreach	None
in P&T and me	rit pay	

## **2011** Action Items

## **Resource Needs**

Governance and Administration	
Create a standing sustainability committee elected from colleague and staff. Integration of a statement on sustainability into the departmental mission statement.	None
Operations	
Continue to encourage use of electronic communications and documents (e.g., syllabi, tests) to reduce paper use Continue recycling Continue use of multi-occupant vehicles for official travel	None
Curriculum	
Continue to reward sustainability-related curricular innovations in P&T and merit pay	None
Research	
Continue to reward sustainability-related research in P&T and merit pay	None
Community Service and Outreach Continue to reward sustainability-related outreach in P&T and merit pay	None

2012 Action Items	Resource Needs
Governance and Administration	
Review activities of the standing sustainability committee elected from colleague and staff. Review relevance of the statement on sustainability in the departmental mission statement.	None
Operations	
Continue to encourage use of electronic communications and documents (e.g., syllabi, tests) to reduce paper use Continue recycling Continue use of multi-occupant vehicles for official travel	None
Curriculum	
Continue to reward sustainability-related curricular innovations in P&T and merit pay	None
Research	
Continue to reward sustainability-related research in P&T and merit pay	None
Community Service and Outreach Continue to reward sustainability-related outreach in P&T and merit pay	None