

**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 Special Education

Submitted to  
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*[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.

The department has a paper/copying reduction policy. Faculty are encouraged to use PDF/Digital versions of documents for dissemination to students and colleagues. Each faculty member has a copy of the policy and it is posted on the department's copy machine. The department also helps recycle used printer cartridges for contributions to an association that helps families of children who require significant facial/cranial surgery. The SPAA department is the on-campus organizer.

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

A sustainability statement will be added to the department's vision/mission statement in it's next iteration.

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

The department's faculty are members of AASHE by virtue of BSU's membership. Approximately 60% of the faculty have logged into the organization's members website. Faculty continue to explore the site for ideas.

**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.

One faculty member currently shares information with students an introductory level SPCED course. Faculty also encourage students to use their laptops for note taking and retrieving documents.

**Operations****Y N Goal**

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

In future purchases of office equipment (e.g., copier, printers), the department will seek Energy Star products.

**Y N Goal**

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

The department encourages paper reduction through the policy described in the Governance section previously.

**Y N Goal**

- X**   3. The unit uses recycled paper.

The department uses the recycled copy machine paper available through University Purchasing.

**Y N Goal**

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

The department recycles much of its used paper and ink cartridges. Other materials that can be recycled will be investigated.

**Y N Goal**

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

Some offices have recycling bins. Some months ago, many of the small hanging baskets were removed from many offices. We are requesting that these baskets be returned.

**Y N Goal**

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

The department does not have a formal written policy. However, the department does use videoconferencing for American Sign Language Instruction which saves an instructor from commuting between Muncie and Indianapolis. Is also being phased in for the Indiana School for the Deaf/BSU Advisory Board meetings.

**Y N Goal**  **X** 7. The unit specifies hybrid electric vehicles for travel.

Faculty rarely use University vehicles for travel due to limited funds in this area. This is an area we will seek more funding to promote the use of these vehicles. Given additional funding, a statement will be added to the department's revised travel regulations document.

**Y N Goal**  **X** 8. The unit shows preference for sustainable lodging for professional travel.

The department faculty were not aware of this option until a recent meeting Bob Koester. The next version of the department's travel regulations document will include this preference.

**Y N Goal**   9. The unit uses washable dinner/service ware for its meetings/receptions.**Y N Goal**   10. The unit purchases/uses remanufactured office furniture.**Y N Goal**   11. The unit purchases/uses sustainable materials for office furnishings.**Y N Goal**   12. The unit discourages the use of single-occupant automobile travel.

Faculty will carpool when attending the same meetings.

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

The department's conference room is equipped with an occupancy detector. The storage room also has a light timer. However, there are several other areas (e.g., restrooms, offices) that could be equipped.

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

The department's thermostats are set according the average in the College.f

### 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.

One Instructor (SPCED 201) provides information on sustainability. It is goal of the department to provide additional information and activities other courses including teaching methods classes.

**Y N Goal**

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

One Instructor incorporates sustainability in an assignment/project. The faculty will determine additional ways to include sustainability concerns in course tasks..

**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.

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.

Y N Goal

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

Two faculty members hold memberships in the Sierra Club. One faculty member is a member of the Indiana Audubon Society.

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**

**One instructor has a sustainability assignment as a course requirement.**

#### **Topical Sustainability Modules**

**NONE**

#### **Sustainability Courses**

**NONE**

#### **Sustainability Programs**

**NONE**

#### **Sustainability Concentrations**

**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**

**All faculty are members of AASHE**

**Two faculty are members of the Sierra Club**

**One faculty member is a member of the Indiana Audubon Society**

#### **Professional Staff Organizations**

**NONE**

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

**NONE**

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

**As travel budget permits.**

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

**NONE**

#### **Bicycling**

**Four faculty members walk to campus,**

**Two faculty members bicycle as weather permits.**

#### **Carpooling**

**Faculty carpool to meetings.**

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

**NONE**

#### **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**

**Lamps - Florescent tube**

**Occupancy Sensors - Conference Room equipped; timer in storage room.**

**Waterless Urinals - NONE**

**Other - NONE**

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

**Recycled Paper - YES**

**Paper - YES**

**Cartridges - YES**

**Cans/Glass - SOME**

**Wet Garbage - NO**

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

**NONE**

## Goals

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

### **Governance and Administration**

1. A sustainability statement will be added in the next revision of the department's mission/ vision statement. This process will be concluded by June 30, 2008.
2. Faculty will review courses and determine the best courses(s) to add information related to sustainability and special education teaching including conserving paper, recycling materials, and using recycled materials for classroom projects. This process will be concluded by September 30, 2008.

### **Operations**

1. The department will base future office equipment purchases (e.g., printers) on Energy Star ratings as budget permits. This is an ongoing goal.
2. The department will request that previously removed recycling bins be replaced. This request will be made immediately.
3. The department will prepare a written policy encouraging the use of videoconferencing for attending off-campus meetings. This policy will be created and approved by the department by June 30, 2008.
4. The department's travel regulations document will be updated to encourage faculty to use University hybrid vehicles as travel funds permit. This update will be completed and approved by June 30, 2008.
5. The department's travel regulations document will be updated to encourage faculty to seek sustainable lodging for conferences or other University business.
6. The department will request that occupancy sensors be installed in offices and restrooms as funding becomes available.
7. The department's thermostats will be set per College guidelines and checked on a seasonal basis.

## **Curriculum**

**1. Department faculty will review the content of their courses and attempt to integrate content relevant information on sustainability. The initial goal is at least one course completed by all special education majors that includes information about sustainability and teaching. A target date for this goal is Spring Semester, 2009.**

**2. Related to Goal 1, faculty will also determine if any existing or potential new assignments can be integrated into courses. A target date for this goal is Spring Semester, 2009.**

## **Research**

**At present time, sustainability does not appear to be directly related to major research topics in the field of special education.**

## **Community Service and Outreach**

**NONE**

## 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 Need

<p><b>Governance and Administration</b></p> <p>1. A sustainability statement will be added in the next revision of the department's mission/vision statement. This process will be concluded by June 30, 2008.</p> <p>2. Faculty will review courses and determine the best courses(s) to add information related to sustainability and special education teaching including conserving paper, recycling materials, and using recycled materials for classroom projects. This process will be concluded by September 30, 2008.</p> <p><b>Operations</b></p> <p>1. The department will base future office equipment purchases (e.g., printers) on Energy Star ratings as budget permits. This is an ongoing goal.</p> <p>2. The department will request that previously removed recycling bins be replaced. This request will be made immediately.</p> <p>3. The department will prepare a written policy encouraging the use of videoconferencing for attending off-campus meetings. This policy will be created and approved by the department by June 30, 2008.</p> <p>4. The department's travel regulations document will be updated to encourage faculty to use University hybrid vehicles as travel funds permit. This update will be completed and approved by June 30, 2008.</p> <p>5. The department's travel regulations document will be updated to encourage faculty to seek sustainable lodging for conferences or other University business.</p> <p>6. The department will request that occupancy sensors be installed in offices and restrooms as funding becomes available.</p>	<p style="text-align: center;">\$1,000 for use of U. hybrid veh.</p>
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7. The department's thermostats will be set per College guidelines and checked on a seasonal basis.

**Curriculum**

**Research**

**Community Service and Outreach**



2009

Action Items

Resources

2009	Action Items	Resources
<p><b>Governance and Administration</b></p> <p><b>Ask faculty to purchase carbon offset units when Traveling on University business.</b></p> <p><b>Operations</b></p> <p><b>Curriculum</b></p> <p><b>1. Department faculty will review the content of their courses and attempt to integrate content relevant information on sustainability. The initial goal is at least one course completed by all special education majors that includes information about sustainability and teaching. A target date for this goal is Spring Semester, 2009.</b></p> <p><b>2. Related to Goal 1, faculty will also determine if any existing or potential new assignments can be integrated into courses. A target date for this goal is Spring Semester, 2009.</b></p> <p><b>Research</b></p>	<p>\$20 per trip.</p>	

<p><b>Community Service and Outreach</b></p>	
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**2010**

**Action Items**

**Resource Needs**

Unit Name \_\_\_\_\_  
Date \_\_\_\_\_





<b>2012 Action Items</b>	<b>Resource Needs</b>
<b>Governance and Administration</b>	
<b>Operations</b>	
<b>Curriculum</b>	
<b>Research</b>	
<b>Community Service and Outreach</b>	