

**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 Speech Pathology & Audiology

Submitted to
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Provost and Vice-President for Academic Affairs

31 January, 2008

[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.

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.

Y N Goal

x **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. We currently purchase through Concerto supplies

Y N Goal

2. The unit has policies to restrict paper use.

Y N Goal

3. The unit uses recycled paper.
When possible the Dept encourages faculty to use recycled paper. We are gradually integrating recycled paper as our current supply decreases.

Y N Goal

4. The unit recycles all materials accepted by the university system.
Faculty and students are encouraged to recycle all materials accepted by the university. We have a system in place for our patients to bring in used hearing aid batteries for recycling. In addition our dept collects empty ink cartridges to be recycled. This program supports children with facial anomalies.

Y N Goal

5. The unit has appropriate recycling bins throughout its offices.
Bins are located throughout the dept.

Y N Goal

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

The Dept has encouraged this but does not currently have a policy. We will be discussing this issue during our Dept meeting this semester and hope to develop a policy.

Y N Goal

7. The unit specifies hybrid electric vehicles for travel.
Our faculty does very little travel using university vehicles. We are currently encouraging faculty to request hybrid vehicles when possible.

Y N Goal

8. The unit shows preference for sustainable lodging for professional travel.

Y N Goal

9. The unit uses washable dinner/service ware for its meetings/receptions.
When possible yes.

Y N Goal

x **10.** The unit purchases/uses remanufactured office furniture.

When possible yes. We typically do not purchase new furniture but instead get furniture from the University's excess facility.

Y N Goal

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

When possible and when allowed by the budget yes.

Y N Goal

x **12.** The unit discourages the use of single-occupant automobile travel.

Yes when possible.

Y N Goal

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

Sensors are in our newer offices but not all offices. Eventually we would like all offices, classrooms, and restrooms to have sensors.

Y N Goal

x **14.** The unit's thermostats are set to minimize energy use for heating and cooling.

Our thermostats in offices are set to minimize energy. We are currently working on doing the same in our clinics.

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.

Students are encouraged to take these courses as electives

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.

Currently our major and minor curriculum is governed by accreditation standards.

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.

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.

The SPAA dept is involved in a program that collects ink cartridges for a not-for-profit association.

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

0

Topical Sustainability Modules

0

Sustainability Courses

0

Sustainability Programs

0

Sustainability Concentrations

0

Sustainability Degree Offerings

0

Sustainability Immersive On-and Off-Campus Experiences

0

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

0

Professional Staff Organizations

0

Student Associations and Clubs

2 Our student clubs are involved in collecting and recycling ink cartridges

Hybrid Fleet Vehicle Use

0

Hybrid Electric Shuttle Bus Use

0

Bicycling

0

Carpooling

When possible our faculty and students carpool to professional development and fieldtrip events.

MITS Bio-Diesel Bus Use

0

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

0

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

We currently have sensors in our newer offices (8 offices). We are investigating the cost of having sensors in additional offices and classrooms.

Material Use/Recycling: Paper, Water, Cartridges, Cans, Glass, Wet Garbage
Every classroom and main office has recycling bins.

Food Use/Recycling: Local Sourcing, Washable Dinnerware

When possible the Dept uses washable dinnerware for events

Goals

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

Governance and Administration

Operations

- Investigate the cost of having occupant sensors in all offices, clinic rooms and classrooms.
- Locate recycling bins throughout the dept to encourage students to recycle
- Increase our use of recycled materials and reduce the amount of paper used by faculty
- Eliminate the use of fax cover sheets when possible – write on fax or attach a fax post-it
- Encourage students and faculty to edit documents on-screen as much as possible and avoid multiple printing of drafts.
- Encourage faculty and students to use narrower margins when acceptable
- Encourage faculty to use “used” folders, binders and other office supplies. We have a designated area in the main office for “used items”
-

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
<p>Governance and Administration</p>	<p>Operations Investigate the cost of installing occupant sensors in Offices, classrooms, and clinic rooms. Increase the use of recycled materials within dept Reduce the amount of paper used</p>	<p>Not sure of the cost.</p>
<p>Curriculum</p>		
<p>Research</p>		
<p>Community Service and Outreach</p>		

2009	Action Items	Resource Needs
	Governance and Administration	
	Operations Continue installing occupant sensors in dept spaces Establish policies related to sustainability	
	Curriculum	
	Research	
	Community Service and Outreach	

2010	Action Items	Resource Needs
	Governance and Administration	
	Operations	
	Curriculum	
	Research	
	Community Service and Outreach	

2011

Action Items

Resource Needs

Governance and Administration

Operations

Curriculum

Research

Community Service and Outreach

2012 Action Items	Resource Needs
Governance and Administration	
Operations	
Curriculum	
Research	
Community Service and Outreach	