

**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

Office of the Dean
Teachers College

Submitted to
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Provost and Vice-President for Academic Affairs

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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.

A Teachers College Sustainability Committee is being established. Co-chaired by Thalia Mulvihill and Michelle Dudka-Glowacki, this Committee will have a representative from each department/unit in the college. The co-directors will report directly to the Dean. The committee's purpose will be to provide information on sustainability issues to all members of the college; review, monitor, and advise departments/units on their plans; examine possible policies and guidelines for the college related to sustainability; and make recommendations to the Dean regarding important matters related to sustainability.

Y N Goal

☐ **X** ☐ **2.** The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.

The Sustainability Committee will be asked to examine this matter.

Y N Goal

☐ ☐ **X 3.** The unit has established policies that encourage sustainability initiatives.

The Sustainability Committee will explore the development of policies and guidelines.

Y N Goal

☐ ☐ **X 4.** The unit has sustainability integrated into its mission statement.

This will be an agenda item for the Sustainability committee.

Y N Goal

☐ ☐ **X 5.** The unit maintains active membership in organizations engaged in promoting sustainability.

A charge to the Sustainability Committee will be to survey departments and units regarding faculty membership in such organizations. In addition, the Committee will be asked to identify organizations that the college should consider joining.

Y N Goal

? ☐ ☐ **6.** The unit encourages and rewards research related to sustainability.

Faculty are encouraged and rewarded to conduct research in areas of personal interest. To this degree, faculty who wish to specialize or conduct and publish research in this area are supported. To say that they are “encouraged” would be an overstatement. The Sustainability Committee will be asked to review this matter.

Y N Goal

☐ ☐ **X 7.** The unit encourages and rewards the integration of sustainability issues into course material.

The Sustainability Committee will be asked to examine this matter and to make recommendations.

Operations

Y N Goal

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

The Office of the Dean is exploring this goal.

Y N Goal

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

While there is no formal written policy, the college has for at least 5 years significantly reduced paper use. For example, materials for the Teachers College Curriculum Committee, Salary Committee, Professional Education Committee, and similar committees have been distributed electronically. Only one paper copy has been produced. In the Office of Teacher Education Services (OTES), licensing records (both current and archived) are stored electronically. Ball State was the first institution of 41 in Indiana to pilot and then implement an online licensing system that has now been adopted for use by all Indiana teacher education units. This system enables licensure applicants to complete the entire transaction electronically. Nearly all (99%) communications from the Dean are completed electronically. The TC Promotion and Tenure committee will be meeting soon to develop an electronic notebook system for faculty applying for promotion. It is hoped that this system will be available for use in AY 08-09.

The Sustainability Committee will prepare a formal policy to be considered.

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.

The unit does not recycle ALL materials currently, but plans to do so.

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.

There is no formal policy; however, all department chairs of Apple notebooks with iChat audio, video, and text capabilities. These are routinely used, even for on campus interaction. Almost all faculty also have Apple notebooks and are encouraged to use teleconferencing capabilities for all aspects of their work, including advising and interacting with their students.

Y N Goal

☐ ☐ X 7. The unit specifies hybrid electric vehicles for travel.

Beginning immediately, for personnel working in the Office of Dean the request for university vehicles will always specify hybrid electric vehicles for travel. Similarly, departments will be encouraged to follow suit.

Y N Goal

☐ ☐ ☐ 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.

Y N Goal

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

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.

Renovation plans for the Teachers College building will focus on sustainability guidelines.

Y N Goal

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

Established by work control.

Curriculum

The Office of the Dean has no curriculum. However, it manages the Electronic Field Trip Programs. Many of these programs focus on sustainability issues and are broadcast globally. Illustrations include such programs as: "A Whale Story," "Tails From The Tetons," "Nature's Plumbing System," and several others.

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

☐ ☐ ☐ 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.

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 Electronic Field Trip Program mentioned in the area of curriculum is nationally recognized for its outreach. As noted, a number of programs have focused on sustainability topics.

Y N Goal

☐ ☐ ☐ **2.** The unit is in partnership with others in the community in the pursuit of sustainability.

Partnerships with the National Parks Department, the Smithsonian Environmental Research Center, and Scripps Institute of Oceanography have supported EFT programs.

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

The TC Sustainability Committee will collate and report on these topics and submit a college-wide report to the Dean. Responses following reflect conditions in the Office of the Dean.

Topical Sustainability Lectures

None

Topical Sustainability Modules

None

Sustainability Courses

None

Sustainability Programs

Annually, at least one Electronic Field Trip Program focuses on a topic that includes sustainability issues.

Sustainability Concentrations

None

Sustainability Degree Offerings

Sustainability Immersive On-and Off-Campus Experiences

Unit Name _____
Date _____

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

All faculty are members of AASHE

Professional Staff Organizations

None

Student Associations and Clubs

None

Hybrid Fleet Vehicle Use

None

Hybrid Electric Shuttle Bus Use

None

Bicycling

None, but four persons walk to and from work.

Carpooling

As much as possible, personnel car pool 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

No occupancy sensors

No waterless urinals

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

Yes, except for cans/glass (some)

None – wet garbage

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.

The Office of the Dean will work closely with the TC Sustainability Committee in addressing all of the elements below. By the end of second summer term 2008, a report summarizing all department/unit goals with recommendations for action will be received. This report will be shared with the Dean's Chair Group to discuss and to make decisions regarding the Committee's recommendations.

This process will be followed on an annual basis as a mechanism for reviewing data, analyzing it, and making changes in goals and implementation plans.

Governance and Administration

Operations

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
	Governance and Administration	
	Operations	
	Curriculum	
	Research	
	Community Service and Outreach	
2009	Action Items	Resource Needs

Resource Needs

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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	