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

College of Applied Sciences and Technology
Dean's Office

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	
☐	☑	☑	**1**. The unit has standing committees to address issues of sustainability.

Goal: Establish standing committee to address sustainability issue.

Y	N	Goal	
☐	☑	☐	**2**. The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.

Y	N	Goal	
☐	☑	☑	**3**. The unit has established policies that encourage sustainability initiatives.

Goal: Establish policies.

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

Goal: Revise college mission statement to include sustainability.

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

Y	N	Goal	
☑	☐	☐	**6**. The unit encourages and rewards research related to sustainability.

Have matched funds for grant proposals.

Y	N	Goal	
☐	☑	☐	**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.

Whenever possible.

Y N Goal
☐ ☑ ☑ **2**. The unit has policies to restrict paper use.

Goal: Monitor and chart paper use to establish a baseline.

Y N Goal
☑ ☐ ☐ **3**. The unit uses recycled paper.

Frequently & intentionally.

Y N Goal
☑ ☐ ☐ **4**. The unit recycles all materials accepted by the university system.

As much as Possible.

Y N Goal
☑ ☐ ☐ **5**. The unit has appropriate recycling bins throughout its offices.

Yes, as provided by facilities.

Y N Goal
☑ ☐ ☐ **6**. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.

Screen applicants before inviting them to campus. Also utilize teleconferencing whenever possible.

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

Goal: Encourage use where appropriate.

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

Goal: Encourage use where appropriate.

Y N Goal
☑ ☐ ☐ **9**. The unit uses washable dinner/service ware for its meetings/receptions.

When ever possible.

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.

Goal: Encourage carpooling when appropriate.

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

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

Controlled by facility management.

Curriculum *Items 1-5 in this section do not apply to the CAST Dean's Office.*

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.

Y N Goal
☐ ☐ ☐ **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	
☐	☑	☐	**1**. Members of the unit have conducted research on issues of sustainability in their discipline.

Y	N	Goal	
☐	☑	☐	**2**. Members of the unit have published on issues of sustainability in their discipline.

Y	N	Goal	
☑	☐	☐	**3**. Members of the unit attend conferences that address issues of sustainability.

Very often (Dept. of Technology)

Y	N	Goal	
☐	☑	☐	**4**. Members of the unit belong to associations dedicated to sustainability issues.

Y	N	Goal	
☐	☑	☐	**5.** The unit has hosted workshops on issues of sustainability.

Y	N	Goal	
☐	☑	☐	**6.** The unit has hosted conferences on issues of sustainability.

Community Service and Outreach

Y	N	Goal	
☐	☑	☐	**1.** The unit engages in public and/or outreach activities that address issues of sustainability.
☐	☑	☐	**2.** The unit is in partnership with others in the community in the pursuit of sustainability.
☐	☑	☐	**3.** The unit participates in community events that address issues of sustainability.
☐	☑	☐	**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

(Not applicable to the CAST Dean's Office)

Topical Sustainability Lectures

Topical Sustainability Modules

Sustainability Courses

Sustainability Programs

Sustainability Concentrations

Sustainability Degree Offerings

Sustainability Immersive On-and Off-Campus Experiences

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

(Not applicable to the CAST Dean's Office)

Professional Academic Organizations

Professional Staff Organizations

Student Associations and Clubs

Hybrid Fleet Vehicle Use

Hybrid Electric Shuttle Bus Use

Bicycling

Carpooling

MITS Bio-Diesel Bus Use

Conference Travel; Carbon Offset Purchases (and others…)

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

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

Paper
Cartridges

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

Item 1: Establish standing committee to address sustainability issue.
Item 3: Establish policies.
Item 4: Revise college mission statement to include sustainability.

Operations

Item 2: Monitor and chart paper use to establish a baseline.
Item 7: Encourage use where appropriate.
Item 8: Encourage use where appropriate.
Item 12: Encourage carpooling when appropriate.

Curriculum

Items 1-5 in this section do not apply to the CAST Dean's Office.

Research

None

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 Needs
Governance and Administration	
Item 1: Committee is formed and will meet twice each fall and spring semester.	None
Item 3: Committee will establish policy.	None
Item 4: Accomplish revision of mission statement by fall 2008.	
Operations	
Item 2: Record baseline use.	None
Item 7: Request hybrid vehicles when appropriate.	None
Item 8: Request when appropriate.	None
Item 12: Encourage carpooling when appropriate.	None
Curriculum	
Research	
Community Service and Outreach	

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

2010 Action Items	Resource Needs
Governance and Administration Item 4: Replace all printed material from college as needed using the revised mission statement that includes sustainability language.	
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	