

**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 Counseling Psychology and Guidance Services
Teachers College
Vice-Presidency of Academic Affairs

Submitted to
Dr. Terry King
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

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

Bowman and Kruczek will be attending the Dean's sustainability meeting, and may become the de facto committee.

Y N Goal

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

There is no assigned load dedicated to this initiative.

Y N Goal

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

The departmental faculty will be made aware of the university's adopted statement on sustainability (www.bsu.edu/sustainability); the Chair and administrative coordinator encourage sustainability initiatives among the faculty colleagues, staff and students.

Y N Goal

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

The department will discuss the possibility of adding a sustainability statement to the overall mission statement.

Y N Goal

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

We do not do this.

Y N Goal

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

We do not do this.

Y N Goal

 x

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

We do not do this.

Operations

Y N Goal

 x

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

We will request information on Energy Star rated equipment through university Purchasing as we consider future purchases.

Y N Goal

x

2. The unit has policies to restrict paper use.

We encourage duplex photocopying and printing through two networked printers, and the use of electronic distribution of meeting agendas, minutes and related documents when appropriate. We also strongly encourage the use of Blackboard and electronic reserve for course materials. This year we moved our departmental newsletter to an online format instead of a paper format.

Y N Goal

 x

3. The unit uses recycled paper.

We will look into the use of the 30% recycled content paper made available through central stores.

Y N Goal

x

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 Goal

x

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 Goal

 x

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

We do not have such policies in place, but several faculty do use teleconferencing effectively for their committee work.

Y N Goal

Unit Name _____
Date _____

7. The unit specifies hybrid electric vehicles for travel.

As we rarely use university vehicles, we have no policy on hybrids.

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

We have no policy on lodging.

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

We will look into this possibility for future gatherings.

Y N Goal
 10. The unit purchases/uses remanufactured office furniture.

We have no such policy, although we do try to check University Excess before making any purchases.

Y N Goal
 11. The unit purchases/uses sustainable materials for office furnishings.

We do not do this.

Y N Goal
 12. The unit discourages the use of single-occupant automobile travel.

We have no policy on single-occupant automobile travel.

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

We have one classroom/meeting room that uses occupancy sensors.

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

Individual spaces are controlled by the person assigned to that space.

Curriculum

Y N Goal
 1. The unit has courses dedicated to issues related to sustainability.

We have no such classes.

Y N Goal
 2. The unit has courses with sustainability content.

Not to my knowledge.

Y N Goal

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

Not to my knowledge.

Y N Goal

- x 4. The unit recognizes sustainability courses from other departments as legitimate electives for credit in its programs.

We have not done this.

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.

We have no such unit.

Research

Y N Goal

- x 1. Members of the unit have conducted research on issues of sustainability in their discipline.

White, G. B., Cleveland, M. J., & White, M. J. (2007, June). Perceptions of environmental sustainability. Paper presented to the European Applied Business Research Conference, Padova, Italy.

Kruczek, T. (2007). Psychological Dimensions of Change. Workshop given for the Education for Sustainability program organized by London South Bank University.

Y N Goal

- x 2. Members of the unit have published on issues of sustainability in their discipline.

White, G. B., Cleveland, M. J., & White, M. J. (in press). Perceptions of environmental sustainability. Journal of Business & Economics Research

Y N Goal

- x 3. Members of the unit attend conferences that address issues of sustainability.

Not to my knowledge.

Y N Goal

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

Not to my knowledge.

Y N Goal

- x 5. The unit has hosted workshops on issues of sustainability.

We have not done this.

Y N Goal

6. The unit has hosted conferences on issues of sustainability.

We have not done this.

Community Service and Outreach

- Y N Goal**
 1. The unit engages in public and/or outreach activities that address issues of sustainability.

We have not done this.

- Y N Goal**
 2. The unit is in partnership with others in the community in the pursuit of sustainability.

Not as an unit, although individuals in the unit may be involved.

- Y N Goal**
 3. The unit participates in community events that address issues of sustainability.

The Department participates in a variety of community activities; we will look at sustainability activities in the future to see if they are compatible to our offerings.

- Y N Goal**
 4. The unit has initiated community endeavors in pursuit of sustainability.

Not to my knowledge.

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

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

Professional Academic Organizations

Professional Staff Organizations

Student Associations and Clubs

Hybrid Fleet Vehicle Use

Hybrid Electric Shuttle Bus Use

Bicycling

Several CPSY students and faculty travel to campus by bicycle, or on foot whenever possible.

Carpooling

When possible, CPSY students and faculty carpool to campus, especially those who live a significant distance away. Suggestion: BSU might consider creating an organized carpooling program from Fishers to Muncie.

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

Occupancy sensor in CPSY 612

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

Recycled paper used when possible

Printer and toner cartridges are recycled

Waste paper is cut size for memos whenever possible

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

- Consider integrating sustainability into department mission statement

Operations

- Encourage the use of recycled paper, inks and cartridges whenever possible
- Continue publishing the newsletter online
- Encourage continued use of Blackboard and electronic course reserve
- Consider Energy Star equipment in future purchases
- Consider use of washable dinner/serviceware at future department functions

Curriculum

Research

- Encourage faculty and students to publish and present on sustainability

Community Service and Outreach

- Identify possible community outreach activities related to sustainability in which we can reasonably participate

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
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Unit Name _____
Date _____

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