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 Educational Psychology

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

         The Department of Educational Psychology will create a standing subcommittee or committee during spring/summer 2008 to address sustainability issues as outlined in the strategic plan. This committee will begin be fully operational by fall 2008.

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.

         Part of the mission of the newly created departmental sustainability sub- or committee along with the department's policy and procedures committee will be to pass policies that encourage sustainability, such as preference for hybrid cars, distance/video-based meetings, and carpooling.

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

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.

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.

When equipment outside of computer equipment purchases (these are determined by the college) the department will take steps to ensure they Energy Star rated.

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

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

The Department of Educational Psychology purchases paper with recycled content from university providers.

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

The Department of Educational Psychology recycles all materials using the university system.

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

The Department of Educational Psychology has recycling bins placed in department and offices for paper. All are regularly used. However, we are in need of glass and can recycling bins. Currently, these are deposited in cans on first floor of Teachers College.

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

No formal policies in place, but we regularly use conference calls and video-based conferencing via computers to reduce travel. Will create policies via new sustainability committee to address this issue.

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

The Department of Educational Psychology will institute a policy to request hybrid vehicles first followed by E85 for all University related travel. This will be incorporated into statements drafted by the department sustainability committee.

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

> The department policy and planning committee and new sustainability committee will create statements to encourage sustainable lodging for university travel. Any associated additional costs will need to be addressed.

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

> The unit will continue to use and encourage use of washable or recycled service ware for meetings.

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

> All furniture is garnered from university excess.

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

> All furniture is garnered from university excess. No new furniture is purchased.

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

> Many faculty members already commute from Fishers area, but new sustainability committee will write statements to encourage carpooling more formally. Additionally, the Department Chairperson will attempt to find ways to coordinate schedules to further encourage ride sharing.

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

> Our building is yet to be remodeled but this is in the plan for Educational Psychology.

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

> Our building is yet to be remodeled but this is in the plan for Educational Psychology. However, we do have maintenance check our thermostats regularly as they are often broken.

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.

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.

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.
To facilitate the department's efforts in the area of sustainability workshops will
be arranged by new sustainability committee to occur fall/spring 2008.

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.

Y N Goal

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

Y N Goal

☐ √☐ **3.** The unit participates in community events that address issues of sustainability.

Y N Goal

☐ √ ☐ **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

> **None**

Professional Staff Organizations

> **None**

Student Associations and Clubs

> **None**

Hybrid Fleet Vehicle Use

> **None**

Hybrid Electric Shuttle Bus Use

> **None**

Bicycling

> **None**

Carpooling

> **Regularly carpool:**
> **Sharon Paulson**
> **Greg Marchant**
>
> **While the faculty below do not regularly carpool they do try to when possible:**
> **Kathryn Fletcher**   **Kristie Speirs-Neumeister**
> **Kendall Bronk**   **Jerrell Cassady**
> **Lisa Huffman**

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

Some faculty members use office lamps, but this equipment are not purchased by the department. The building has yet to be remodeled so do not have occupancy sensors. The Department of Educational Psychology has no restrooms.

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

The Department of Educational Psychology recycles paper and ink cartridges. Cans and glass are deposited in university recycle bins.

Food Use/Recycling: Local Sourcing, Washable Dinnerware

The Department of Educational Psychology uses washable dinnerware or recycled paper products for all events. Whenever food is purchased it is through University Catering.

Goals

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

Governance and Administration

A new standing sustainability committee or subcommittee of the departmental policy and planning committee will be created spring/summer 2008.

Operations

The new standing sustainability committee or subcommittee of the departmental policy and planning committee will create policies in conjunction with the Department Chair regarding enactment of policies, including:
- Encouraging carpooling
- Distance/videoconferencing
- Use of hybrid university vehicles
- Carbon offsetting for travel

Curriculum

None

Research

None

Community Service and Outreach

The Department Chair and new sustainability committee will encourage faculty to get involved with local educational opportunities dealing with sustainability.

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	
Create new committee or subcommittee on sustainability	None
Operations	
Create policies to encourage:	
• Carpooling	**None**, but will require modifying when courses are offered to allow faculty to ride together

• Distance/videoconferencing for meetings
  o Use iChat
  o Propose purchases for 2009
	None – Use laptops provided for individuals for iChat

• Use of hybrid university vehicles • Carbon offsetting for travel o Travel budget is so small it does not even cover 1 conference per a faculty member, so will need money to cover this additional cost	**None** **$1,000** =($20 per credit for each of 3 conferences per year per a faculty member)
Curriculum	
None	
Research	
None	
Community Service and Outreach	
Encourage faculty to get involved with local educational opportunities dealing with sustainability	None

2009 Action Items	Resource Needs
Governance and Administration Continue to refine and create policies	None

Operations
 	
  • Carpooling
     o Increase carpooling to 20%
	None, but will require modifying when courses are offered to allow faculty to ride together

• Distance/videoconferencing for meetings o Increase number of distance meetings by 30%	**$5,000** – purchase multi site videoconference equipment compatible with MACs and audio conference calls for use when on campus

• Use of hybrid university vehicles
  • Carbon offsetting for travel
     o Travel budget is so small it does not even cover 1 conference per a faculty member, so will need money to cover this additional cost
	None
	$1,000 =($20 per credit for each of 3 conferences per year per a faculty member)

Curriculum **None**	
Research **None**	
Community Service and Outreach Continue to encourage faculty to participate in local educational efforts aimed at sustainability	

2010 Action Items	Resource Needs
Governance and Administration	
Continue to refine and create policies	None
Operations	
• Carpooling o Increase carpooling to 30% of department	**None**, but will require modifying when courses are offered to allow faculty to ride together
• Distance/videoconferencing for meetings o Will reduce number of meetings on campus and increase distance meetings by 30%	**None**
• Use of hybrid university vehicles • Carbon offsetting for travel o Travel budget is so small it does not even cover 1 conference per a faculty member, so will need money to cover this additional cost	**None** **$1,000** =($20 per credit for each of 3 conferences per year per a faculty member)
Curriculum	
None	
Research	
None	
Community Service and Outreach	
Continue to encourage faculty to participate in local educational efforts aimed at sustainability	None

2011 **Action Items**	**Resource Needs**
Governance and Administration	
Continue to refine and create policies	None
Operations	
• Carpooling o Increase carpooling to 50% of department	**None**, but will require modifying when courses are offered to allow faculty to ride together
• Distance/videoconferencing for meetings o Will reduce number of meetings on campus and increase distance meetings by 40%	**None**
• Use of hybrid university vehicles • Carbon offsetting for travel o Travel budget is so small it does not even cover 1 conference per a faculty member, so will need money to cover this additional cost	**None** **$1,000** =($20 per credit for each of 3 conferences per year per a faculty member – actual dollar amount based on costs)
Curriculum	
None	
Research	
None	
Community Service and Outreach	
Continue to encourage faculty to participate in local educational efforts aimed at sustainability	**None**

Governance and Administration Continue to refine and create policies	None

Operations
 	
   • Carpooling
      o Increase carpooling to 70% of department
	None, but will require modifying when courses are offered to allow faculty to ride together

• Distance/videoconferencing for meetings o Will reduce number of meetings on campus and increase distance meetings by 60%	**None**

• Use of hybrid university vehicles
   • Carbon offsetting for travel
      o Travel budget is so small it does not even cover 1 conference per a faculty member, so will need money to cover this additional cost
	None
	$1,000 =($20 per credit for each of 3 conferences per year per a faculty member)

Curriculum **None**	
Research **None**	
Community Service and Outreach Continue to encourage faculty to participate in local educational efforts aimed at sustainability	
2012 **Action Items**	**Resource Needs**