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

Directorship of _____
Department of ___Urban Planning_____
College of __Architecture and Planning_____
Vice-Presidency of _____

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.

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

Bill Hill, Scott Truex, Schoen

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

Research loads

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

In CAP statement (forms)

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

APA, ACSP

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

Research load

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.

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

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

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

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

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

Polycom—distance learning

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

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.

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

University regulation based purchase

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.

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.

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.

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

Topical Sustainability Modules

Sustainability Courses

439 Facilities Planning	441 Sust. Housing	559 Int'l Planning
433 Environmental Planning	435 Energy Planning	560 Alternative & Sust.
404 Urban Design	440 Building Performance	Comm. Plan

Sustainability Programs

MUDS

Sustainability Concentrations

Physical Planning

Sustainability Degree Offerings

Sustainability Immersive On-and Off-Campus Experiences

BBC
CPB

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

      American Planning Assoc.
Association of Collegiate Schools of Planning

Professional Staff Organizations

Student Associations and Clubs

      Student Planning Assoc

Hybrid Fleet Vehicle Use

      University Vehicles/Transportation

Hybrid Electric Shuttle Bus Use

      Yes—University buses on campus

Bicycling

      No bike lanes on campus

Carpooling

      Privately arranged

MITS Bio-Diesel Bus Use

      Yes

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

Recycling: paper, cartridges, cans, and glass
University recycle green cans

Food Use/Recycling: Local Sourcing, Washable Dinnerware

Dining services

Goals

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

Governance and Administration

Support sustainability by incorporating sustainability into the Department Mission Statement.

Operations

Support sustainability by adopting office procedures in the daily workflows of the Department.

Curriculum

Encourage adoption of sustainability in appropriate course pedagogies.

Research

Encourage and support faculty research in sustainability and to adopt research results into course pedagogy.

Community Service and Outreach

Encourage and support faculty to incorporate sustainability in all appropriate outreach projects and research.

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		
	Modify Mission Statement	No resource needs
Operations		
	Work with office personnel and faculty to adopt sustainable practices in resource consumption and execution of daily workflows	No resource needs
Curriculum		
	Use Curriculum Committee to review and modify appropriate course contents at both undergraduate and graduate level.	No resource needs
Research		
	Provide faculty research loading that incorporates, or supports, sustainability initiatives. The current Department Chair would provide this service.	No resource needs
Community Service and Outreach		
	Request faculty to submit project documentation demonstrating how sustainability will be implemented into their outreach/research projects. The Curriculum Committee could be used for this oversight workflow.	

2009	**Action Items**	**Resource Needs**
Governance and Administration		
Operations		
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**	