Tourism, Environment, & Sustainable Development Cluster: Proposed structure

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Proposed Timeline

2017

- August 28 – Cluster info meeting
  - Explain structure, roles for guides – solicit self-nominations
- Sept – Cluster vote on bylaws and structure
  - Vote on Guides, who commence planning throughout fall and working with designated program support position assigned to the cluster
- Sept – identify program coordinators for Spring 18, and 2018-'20
- Oct – establish Teams (blue triangles)
- Throughout Fall – regular monthly meetings (last Wed of each month)

2018

- Jan 1- Guide and Guide elect take on official roles
- AA position start
TESD Steering Committee

Guides (2)
- TESD Guide
- TESD Guide Elect

Cluster Program Council/Program Coordinators (7)

Program Coordinator
- BS Environmental Planning
- BS Geography
- BS Tourism
- BA Anthropology/Sociology
- BA Political Science/Public Management
- BA & MEd Heritage Studies and Historic Preservation
- BS Env Sci & Policy
- MS Env Sci & Policy

Outreach/Communication, Project, & Operations Support (PAT) (non-voting)

Administrative Assistant (non-voting)
Role of Guides:

- Moderate and facilitate TESD business
- Oversee approvals of Cluster Project Proposals
- Cluster Projects for TESD
  - Share project info with larger admin at PSU
- Serve as primary point of contact for TESD for faculty, staff, students, & partners
- Oversee administration
- Workplans for faculty & Staff (with Program Coordinators)
- Evaluations for faculty & Staff (with Program Coordinators)
- New faculty hiring & fulfillment
  - Write proposals for faculty hires
  - Coordinate & Work with Deans/Provost/HR
  - Form search committee
- Faculty reappointments
- Pay increase process management
- P&T process management & recommendation to Deans
- Approve Sabbatical requests
- Approve Course release requests
- IC Budget Planning and Management
  - Activity, Event, & Project Funding
- Student grievances – oversee in conjunction with Program Coordinators
- Academic Integrity - oversee in conjunction with Program Coordinators

1 course release per term for guide, 1 course release per year for Guide Elect plus 1/2 month summer salary
Role - oversee/manage:
- Curriculum for individual programs
- Program certification
- TL Administration (for program)
  - Course assignments & appointments
  - Observe TL
- Courses & scheduling
- Coordinate student advising & mentoring
- Address student requests
- Address student issues and problems
  - Student grievances (student escalation advocacy)
- Student recruitment & retention management
- Program resources (budget, equipment)
- Transfer course evaluation

Course release of one course per year or stipend
Cluster Program Council:

Members: 7 Program Coordinators

Role - manage/oversee:
- Curriculum approval decisions made by Council plus full-time faculty in the program for which the curriculum decision impacts
- Curriculum coordination
- Integrated curriculum management
  - Transfer approvals
- Scheduling coordination
- Recommend to Guides on Sabbatical requests (impact on scheduling, load, coordination, etc)
- Recommendations & coordination on Course release requests to Guides (impact on scheduling, load, etc)
- Professional development for faculty & staff - approval & manage Prof. Dev. budget
- Student advising – oversee, assign advisees
- Program certification & accreditation
TESD Teams

- 6 TESD Teams:
  1. Student Engagement – work on orientation to cluster, cluster wide events & projects
  2. Marketing and Communications
  3. P&T – set guidelines, make recommendation to Guide
  4. Budget
  5. Pedagogy & teaching innovation & reflection
  6. Scholarships & awards

- Team members can include anyone (TL)
- Additional teams can form as needed and serve for as long as needed to accomplish work.
- Role of Teams = make recommendations to Steering Committee and TESD, role is advisory, Teams serve as work groups
- No course release for serving on teams, fulfills essential service to PSU
Outreach/Communication, Project, & Operations Support (PAT) (non-voting)

Outreach/Communication, Project, & Operations Support

- Communication management about cluster work
- Website
- Newsletters
- Provost Reports
- Cluster project development & coordination
- Cluster project logistics
- Equipment logistics
- Activity, Event, & Project Planning & logistics
- Project Management & coordination
- Project funding & budget planning
- CBCP interface on partner development
Administrative Assistant

- Process Building key access
- Maintain Inventory control, Take chemical inventories/hazardous materials
- Manage office packing/cleaning
- Support Event planning- alumni networking events, award ceremonies
- Process Travel requests - student/faculty
- Process Workload credits
- Submit Course Scheduling
- Process van rental requests
- Schedule department open houses
- Building tours for potential students/parents
- Process honorariums
- Process Scholarships & awards
- Provide contact/outreach w/accepted or interested students
- Communicate curriculum proposals/deadlines
- Collect syllabi & office hours
- Prepare certificates
- Mentor new TIs
- FT/PT faculty & majors/minors

- Assist with faculty development request forms
- Enrollment reports
- Provide General faculty support
- Manage placement exams
- Process I9, J3s & other HR functions
- Complete contracts & standard performance agreements
- Update faculty info on website
- Maintain mass email list for department
- Provide Email/MS Office support
- Support IT/CTS type of work
- Initiate donor thank you letters
- Create PR materials/info sheets
- Manage multiple budgets (including gift accts)
- Support Grant administration
- Track course fees
- Process Equipment loans