

## HSAC Faculty Committee Meeting Minutes (DRAFT)

1:00 PM, November 7, 2011, 2175 McCarty Hall

Present: Jim Jawitz, Rafa Muñoz-Carpena, Ray Huffaker, Wendy Graham, Marie Kurz, Treavor Boyer, Mary Garvin.

1. A review of the most recent data received from the Graduate School was discussed. There is still a problem with some of the data regarding status (active, inactive, graduated, etc.) and department. Certain students are listed as Inactive even though they have graduated. The problem appears to be related to the changing of colleges during the grad school time. When committee member information is provided, it shows the original college and that college's status, but shows the current committee member information. Mary will continue to work with the grad school data person to try and get this straightened out. Courses taken information appears to be correct.

Each semester, a letter will be sent to current students detailing which Topic areas the grad school data shows as being met. The student will be asked to review the information and provide course numbers/names of courses they have taken for any Topic area they feel is not correctly represented. If they feel they can't, or don't want to, meet the HSAC requirements they will be asked to go to their Department and have the HDS concentration removed from their record.

2. Jim Jawitz proposed that if a new student application is consistent with the curriculum and advisor requirements then the HSFC Chair can accept the student application without routing the application to the HSFC for a vote. The By-Laws will be reviewed to verify this is acceptable.

Motion to approve: Wendy Graham

Second: Treavor Boyer

Vote: Unanimously approved contingent upon it being allowable under the By-Laws.

3. Jim Jawitz expressed concern that Masters students needing only 4 courses to meet the HSAC requirements can easily take all 4 courses in the same department. This is not consistent with the idea of the HSAC. It was discussed that some departments discourage their students from taking courses outside their departments due to budgetary issues.

It was proposed that new HSAC students be required to take courses from at least 2 different Departments.

Motion to approve: Rafa Muñoz-Carpena

Second: Wendy Graham

Vote: Unanimously approved

4. Discussion was held about how far in advance students should be required to apply to join HSAC. It was proposed that students should apply at least 1 semester before the semester they graduate.

Motion to approve: Wendy Graham

Second: Rafa Muñoz-Carpena

Vote: Unanimously approved

5. Discussion was held about students and attendance at seminars. It is expected that students will attend the Water Institute Distinguished Scholar seminars. Directly involving students in the seminar visits will help to accomplish this.
6. A petition has been received from Rachel Douglass to substitute Simulation Analysis of Forest Ecosystems to fulfill the topic 5 (Hydrologic Analysis and Techniques). The topic area representative was not present so action was not taken. Jim Jawitz will discuss petition with Lou Motz and advise if petition is approved.
7. It was discussed that the welcome letter sent to new student applicants should contain wording about seminar attendance and taking courses from more than 1 department. Mary will work with Jim Jawitz to accomplish this.
8. Marie Kurz will send an email to HSAC students introducing herself as the HSAC student representative and encouraging them to participate in HSAC activities and to recruit other potentially interested students.
9. Jim Jawitz will send an email to HSAC students introducing himself as the HSAC Faculty Advisory Committee Chair and encouraging them to participate in HSAC activities and to recruit potentially interested students and faculty to join.
10. Jim Jawitz will send updates for the website regarding taking courses from more than 1 department and students applying at least 1 semester prior to graduation to Mary to post to the web site.
11. New Faculty application was received from Tom Frazer in SFRC without a CV.  
A motion was made to approve Tom Frazer's application contingent upon receipt of a CV.  
Motion: Wendy Graham  
Second: Jim Jawitz  
Vote: Unanimously approved  
Note: CV was received from Tom Frazer on 11/9/11. Application has been marked approved.

Meeting adjourned.