

Present: Bob Mignone, Christine Finnan, Liza Wood, Steve Jamme,, Karin Roof, Divya Bhati, Todd LeVasseur; emailed suggestions from Dave Hansen

#### Action Item: Sustainability Hub

This implementable intervention was suggested in the original QEP proposal by Brian Fisher, and was seconded by the subcommittee in the Spring of 2016. The hub idea was revisited and approved during the June 10th meeting. The specific duties as outlined below were discussed on July 13<sup>th</sup>, 2016.

SC = Sustainability Centered; SR = Sustainability Related

#### The Institute of Sustainability Literacy (ISL)

1. The QEP director oversees the Hub and manages the hub and will actively work with and evaluate as appropriate all 4 Co-Associate Faculty Affiliates
2. 4 “Co-Associate Faculty Fellow” positions are created (once they are no longer a Fellow, they become an ISL Faculty Affiliate)
  - A campus-wide call for faculty applications for each below position would occur in Fall 2017, open to tenure track, visiting, and adjunct professors and instructors.
  - Faculty selected would receive a course-release per semester for their work with the hub and a \$500 stipend per summer where their participation would count as service work.
  - The four Co-Associate positions are as follows:
    1. Outreach Fellow—2 year renewable position
      1. Organize QEP events around campus
        - Network focused, both on-campus and CofC web-related, but also off-campus events that are relevant to sustainability literacy
      2. Help publicize QEP events by working with Marketing to coordinate advertising between ISL and other appropriate venues on campus
      3. Help organize each year’s CofC Sustains/Solves exhibit at Addlestone library by soliciting faculty articles to display, working with relevant students and classes to organize, and working with the Addlestone curator
      4. Track student participation at events
      5. Provide support to Student Engagement Fellow with Sustainability Scholars program.
      6. Assessment and annual reports.
    2. Faculty Development Fellow-3 year renewable position

1. Recruit faculty participants to teach SC and SR courses
  - Organize 2-day training seminars on SC and SR classes to be held each May, with the first one in May 2017 for Fall 2017/Spring 2018 SC and SR classes
    - Participants become ISL Faculty Affiliates
  - Participate in January 2017 Piedmont Training at Emory University
    - Subsequent Faculty Development Fellows will also participate in Piedmont trainings as appropriate
2. Generate/collect resources so that faculty can enhance their teaching and research of SC or SR classes/content
  - Compile case studies, readings, sustainability challenges, websites, book titles, webinars
  - Help faculty find resources for research, including data sets, grants and other funding
    - Ideally there will be a fund created to award stipends to faculty conducting research on sustainability literacy
  - Help faculty disseminate knowledge both internally (campus) and externally (relevant communities)
3. Help faculty generate classroom-based assessment of QEP SLOs where appropriate
4. Coordinate with Teaching, Learning and Technology on best teaching practices and disseminate these to faculty teaching SC or SR courses
5. Network with Institute of Sustainability Literacy Faculty Affiliates
6. Assessment and Annual Reports
3. Innovation Fellow—1 year renewable position to rotate with CofC Sustains/Solves, then ¼ time to remain involved with projects they help generate
  1. Teach and support the application of creative problem solving and design thinking towards projects (in-class, out of class, community application or research) that address the theme of CofC Sustains/Solves
  2. Organize an annual competition of solutions for CofC Sustains/Solves

3. Work with Sustainability Literacy Advisory Board to seek external support for CofC Sustains/Solves projects and competition – funding, in-kind donations, judges, and mentors
4. Facilitate consulting projects between local businesses/organizations and students or faculty
5. Seek incubator space for students to continue working on solutions beyond classroom projects
6. Liaison with external relations, overseeing any intellectual property that might emerge out of the Hub/CofC
7. Assessment and Annual Reports
4. Student Engagement Fellow—2 year renewable
  1. Oversee, organize and implement the Sustainability Scholars Program
  2. Organize an annual competition of art (“Express”) that addresses the theme of CofC Sustains/Solves
  3. Meet with CAB and Student Government as needed
  4. Organize meetings with relevant student clubs
  5. Help recruit for study abroad
  6. Organize co-curricular activities
  7. Oversee ISL interns
  8. Offer career advice and liaison with the Career Center
  9. Oversee the Living Learning subcommittee
  10. Assessment and Annual Reports
5. Sustainability Literacy Advisory Board
  1. Advisory board of 5 off-campus members from local NGOs and sustainability groups or civic offices or sustainability-related businesses
    - Offer mentorship to students as needed
    - Provide feedback on QEP ideas and plans
    - Interact with Resiliency Fellow
    - Recruit external support for CofC Sustains/Solves projects and competitions – funding, in-kind donations, judges, and mentors
    - Help connect the College with people in the community working in or trying to improve sustainability

6. If budget approval occurs, there will be a part-time Administrative Assistant housed in the Hub, and 2 GAs on ½ time contracts