

**Department of Earth and Space
Sciences Meeting of the Faculty
Friday, 12/5/25, 2:30 pm in JHN 026**

OPEN Minutes

[Attendance: (in-person:) Schmidt, Henry L, Holzworth, Tobin, Christianson, Gorman-Lewis, Journaux, Duvall, Montgomery, Campese, Bernard-Kingsley, Crider, Buick, Catling, Steig, Teng, Huntington, Manos-Morgan. (zoom): Lipovsky, Fudge, Mehra, Krissansen-Totten, Cowan. (arrived at 3:23pm, did not vote): Condit, Muth]

Call to Order - Open Session (2:30 PM)

Announcements

- Congratulations to those that will receive funding from the College through the CRESST Awards. Marine, Drew, Andy, and grad students will receive funding through separate CRESST 1 Projects. Elizabeth Davis, T.J. Fudge, and Michelle Koutnik will receive funding through the CRESST 2 requests.
- CRESST 3 funding opportunity is available. These will be extensions of CRESST 1 funded projects, allowing new participants to join these teams. **Proposals due Jan 12th.**
- Consider applying to the Allen Families Philanthropies solicitation in Natural Climate Solutions. PIs should have received an email from Advancement. This opportunity is synergistic with CRESST.
- Last meeting, we talked about the need for Digital Accessibility training for online class content. We scheduled a training from Kat Huybers for ESS faculty on 1/30 at 2:30pm. This training will be interactive; you should come to the meeting/training with your Canvas course in hand and she will help you make your course more accessible. Duvall asked if it can be recorded for those that can't attend; Noell will check to see if it's required to be in person. There's another centrally organized training on January 22 ([registration link](#)).
- **New Reimbursement deadline** - UW is aligning with IRS rules on reimbursement deadlines. For UW, that means a reimbursement has to be in Workday within 60 days from coming back from travel or making a purchase. Reimbursement submitted after 60 days will count as taxable income.
 - The 90-day reimbursement deadline remains in effect per ESS policy. But we strongly suggest that you aim to have your reimbursements submitted within 30-days to allow time for approvals.
 - We have not received an official notice for when the 60-day rule will be effective.

Standing Committees Announcements

Undergraduate Program (Duvall) - the grad students in the ESS community committee wanted to remind us about the online form that can be used to partner with undergrads for research. Grad students and postdocs can put their names on the form as well.

Admissions (Gorman-Lewis) - Update (2 min)

- Applications are on google drive to access. Reminder that if you're recruiting please have zoom meetings with applicants if possible or meet them at AGU.
- The plans for the prospective grad visit are still being decided, but aiming for Feb 26-27. Prospective graduate students admitted by 1/15 are eligible for dept travel support.
- We got 142 apps this year (185 last year). Buick says it is substantially down. Duvall says fewer people are admitted (probably international) and concerns about green cards.

Advancement & Engagement (Schmidt, Caton)

- hasn't met in the past month but they are starting to plan for advisory board to have a January online meeting, developing an agenda.

Astrobiology Admissions & Steering (Buick):

- Admissions are not as well organized as ESS because there is currently no director.

Colloquium (Steig, Caton) - Update Mindlin Lecture (3 min)

- 3 open slots in January, everyone so far wants to come in spring. If you're interested in talks, or have someone in mind for winter, please get in touch.
- *Mindlin Lecture is Feb 26.*

Computing (Mehra) - Update (5 min) - Henry speaking.

- The current plan is to retire Enhanced Computer Support in ESS. PIs would be directed to ATMOS computing support for research services, at a cost to your grant. The committee is still talking with ATMOS about the details.
- AGU poster printing, there will be a flood next week. Hard cutoff of Friday morning Dec 12th at 8am to guarantee your poster can be printed on time. If you miss the deadline, there are more pricey alternatives. When you fill out a poster ticket, make sure you have your worktag required to bill.

Executive (Schmidt) - Met yesterday to review the agenda and talk about other issues.

Inclusive Excellence (Tobin) - Committee will bring the ideas to the community in January; they met and were talking about changing the website statement from ESS and will propose a plan to restructure the symposium.

Policy (Montgomery)

- ESS teaching observation form - to get some kind of standardized option. It's modified form using input from Kate and Alison to be circulated as a form we might use for collegial evals. Suggest making it optional to provide structure but not mandated.
- On the back side of the form, there are suggested changes to faculty mentoring policy. Jr faculty encouraged to ask mentors to do eval; form will help guide to see what should be looked at and to guide mentors while providing the review.

Motion #1: ESS adopts this peer teaching form as an optional tool (once David M. corrects the typo) that is available to peer teaching evaluators (Steig, Huntington)

- **Vote: 17/0/1**

Motion #2: Amend the ESS Peer Mentor policy by adding the following text: "Faculty mentors are strongly encouraged to provide peer teaching evaluations for their faculty mentees upon request, although junior faculty may obtain peer teaching evaluations from other faculty."

- **Vote: 17/0/1**

Prelim Exams (Christianson, Muth): We will be meeting with the grad student prelim feedback committee and will report in February.

Safety and Lab Facilities (Cantine, Journaux): Had a preliminary meeting with the committee and will have a full meeting in January. If anyone has a subject to be covered, please let Baptiste know, especially if involved with the rock prep lab.

Scholarships and Awards (Montgomery, Gorman-Lewis) –

- Applications are open, due Friday Feb 6.

Business

TREQ - new reimbursement procedures

- Starting Dec 8th, **all travel and non-travel reimbursement requests** should be submitted through the TREQ ticketing system (run by College's eFAST team). Instructions are posted on the ESS Intranet.
- TREQ was tested out last year with PNSN with positive outcome. Harold confirmed it's going well and includes more purchase options and takes away the need from so many emails. **(Note: Direct Purchasing by ESS staff is not provided by TREQ; see purchase requests below)**
- If you're a PI and a student submits a travel reimbursement, it will route to you for approval. Once the PI approves the charge, it goes to ESS fiscal staff, and then college, and then it's uploaded into workday automatically. Benefits of the system are to streamline review, ensure we have proper approvals, follow policies, accuracy, and for staff to see everything in queue.
- The college has prepared training videos about how to fill out the form and what documentation to provide. We encourage you to watch the videos and practice after AGU.
- Only those with NetID can request reimbursement. **If a person does not have NetID, you have to submit it for them.**

Purchase Requests:

- Non-travel related purchasing will be processed by submitting a new microsoft form, located on the ESS intranet.

New ESS Intranet pages:

- Summer has revised all fiscal info and guidance on intranet. There is a button for the TREQ system that will bring you right to the form.

Adjourn (3:30PM)