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“Nobel SNOT Assessment Team”
Minutes, 5 January 2006

Present: Scott Bur, Jeff Dahlseid, Mark Bjelland, Cindy Johnson-Groh, Brenda Kelly
Absent: Russell Shapiro, Mike Ferragamo, Jeff Jeremiason, Carolyn Dobler

1. **Calendar for spring 2006 meetings.** Members present volunteered to take meeting minutes, set the agenda, convene the meetings during the spring semester. The tentative schedule follows:

   - January 5: Cindy convenes, Brenda records minutes
   - January 18: Brenda convenes, Mark records minutes
   - February 8: Mark convenes, Scott records minutes
   - February 22: Scott convenes, ____________
   - March 8: ____________, ____________
   - March 22: ____________, Jeff D. records minutes
   - April 5: Jeff D. convenes, ____________
   - April 19: ____________, ____________
   - May 3: ____________, ____________

   Cindy will contact Russell, Mike and Jeff J., requesting sign-up for the open dates. All future meetings will take place in the Biology Dept Conference room (Room 336) (if available).

2. **Committee names.** The group discussed possible names for the committee. The term ‘advisory’ seemed appropriate. Jeff D. provided insight from the PKAL report and suggested that we are ‘advisory’ for the short term, but ‘planning’ for the long term with regard to space and facilities (in conjunction/collaboration with departments). Mark brought up an acronym mentioned at a previous meeting SNOT (Strengths, Needs, Opportunities, Threats) and the group felt that this might be an appropriate starting point. The tentative name for the group is: Nobel SNOT Assessment Team.

3. **Nobel ‘Designated Space’.** Cindy reported her findings from a discussion with Bob Weisenfeld about ‘designated space’ within the building (i.e. rooms that have a plaque). It would be wise and courteous to inform the parties who gave monies for a space/room of our plans to alter the space for programmatic reasons. Bob W. is invited to attend the Nobel building meeting regarding the work of the committee on Friday, 1/6/06.

4. **Nobel Building-wide information meeting.** The primary purpose of the building-wide meeting is to keep everyone informed and answer questions about the current state/goals/vision/plans of the group. Cindy will conduct the meeting, providing some history (PKAL visit), initial goals of the group, and current goals. The group discussed some of the questions that may be raised from folks. We agreed that there will always be a need to have building-wide discussions about science at Gustavus, so the group should exist as a long-term standing committee with a dynamic/fluid membership (~2-year terms). Details on membership will develop more concretely over time, however we discussed the importance of junior and mid-level faculty involvement, and department or department chair suggestions of new committee members.

   Following some discussion, our group goals include (but are not limited to):
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- Short-term advising on space
- Raising campus-wide awareness of the importance of the sciences
- Development of a vision for science in Nobel/at Gustavus
- Planning for Nobel hall renovation and expansion
- Discussion/collaboration on equipment/requests
- Discussion of curricular initiatives

The lack of a committee member from Physics was discussed. Mark suggested that we invite a physicist who was involved in the Olin planning process. Membership from MCS (perhaps in addition to Carolyn Dobler, the current PKAL representative) will also be invited to complete divisional representation.

5. **Short-term Nobel space needs.** Cindy has asked Biology and Chemistry department chairs (Bill and Larry) to submit the space renovation proposals for the new faculty members to the Dean’s office by the end of January.

6. **PKAL Consultancy Visit report.** Jeff D. summarized our ‘charge’ with regard to fulfillment of the PKAL consultancy visit. Within 6-8 months of the PKAL report, we need to submit a report with our decisions, actions, plans, etc. There is a PKAL ‘Planning Facilities for Science and Mathematics’ meeting March 3-6th at Meredith College in Raleigh, NC. We would like to send a team to this meeting (if possible). Cindy will try to make a contact, as we will not have a complete team proposal in place by the submission deadline. Scott and Cindy expressed interest in attending the meeting. Funding would come from the PKAL project.

7. **Next meeting.** The next meeting will take place in the Biology conference room (Nobel 336). Brenda will convene the meeting and Mark will be the acting secretary. The current agenda for the next meeting includes:
   - Discussion about the committee model
     - Should we be one committee with several different missions/working groups (Nobel vision, raising awareness of science on campus, curricular initiatives, etc) or two committees, each with a single mission
   - Further, detailed discussion on the PKAL report
   - Strategize/plan for the spring semester.
   - Development of a formal mission statement.

Respectfully submitted,
Brenda Kelly