



UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
BOARD OF REGENTS

RESOLUTION NO. 18-02

**RELATIVE TO ESTABLISHING A DIVING CONTROL BOARD IN DIRECT SUPPORT
OF THE UNIVERSITY OF GUAM MARINE LABORATORY AND ITS OPERATIONS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the University of Guam Marine Laboratory (UOG ML) has had a dive program for faculty, students, staff, administrators, and visiting researchers since its establishment as a research unit of the University in 1970; and

WHEREAS, the UOG ML has had a Diving Control Board (DCB) serving as an *ad hoc* Committee since that time managing the diving and snorkeling program for research and other water activities associated with the UOG ML; and

WHEREAS, the *ad hoc* Committee is a member of the American Academy of Underwater Sciences (AAUS) that facilitates safe diving and snorkeling practices between member organizations, provides information and training for its member organizations, and supports up-to-date safe scientific diving and snorkeling practices; and


WHEREAS, in order to meet and maintain the standards of the AAUS and include further safety standards as established by the *ad hoc* Committee for the UOG's local area of operations, it is necessary that the *ad hoc* committee transition to a formalized standing DCB; and

WHEREAS, the DCB will establish By-Laws that formally control and govern the internal affairs of the organization as well as formally establish a Scientific Diving Procedures Manual that will conform to the safety standards of the AAUS and additional safety standards for UOG's local area of operations; and

WHEREAS, the request to establish the DCB is submitted by UOG ML and endorsed by the Administrative Council, for the Board of Regents Academic, Personnel, and Tenure Committee to review for approval.

NOW, THEREFORE, BE IT RESOLVED, that the UOGML will establish a standing DCB in accordance with the policy enclosed outlining the framework by which it will operate.

Adopted this 22nd day of February 2018.


Elizabeth C. Gayle, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

University of Guam Marine Laboratory Diving Control Board
Proposed RRPM narrative
February 14, 2018

Add to RRPM, dated Feb 17, 2000, Article II, new Paragraph P:

P. The University of Guam Marine Laboratory (UOG ML) will establish a standing Diving Control Board (DCB) that will be responsible for developing, maintaining, training, and enforcing safety protocols of in-water research and other water activities associated with the UOG ML. The DCB will exist in direct support of the UOG ML and its operations.

The DCB will have established By-Laws that will control and govern the internal affairs of the organization and will have, at a minimum, the Board's office name, purpose/mission, requirements for membership, members' titles and responsibilities, how members are to be elected or assigned, how meetings will be conducted, and how often meetings will be held. The DCB will be responsible for developing, maintaining, and updating the By-Laws, and establish, in writing, the governing organizations by which the By-Laws will be reviewed for concurrence. The approving authority will be the UOG President.

These DCB By-Laws will be housed in the UOG ML's existing Standard Operating Procedures (SOP) Manual. These By-Laws will be reviewed, and any changes acknowledged, within 36 months of initial BOR approval, and every 36 months thereafter.

The DCB will also have an established Scientific Diving Procedures Manual that will conform to the safety standards of the American Academy of Underwater Sciences (AAUS) and include further safety standards as established by the DCB for UOG's local areas of operation. The Manual will, at a minimum, outline necessary safety guidelines, operational control procedures, equipment safety standards, responsibilities, consequences for violating standards, records maintenance, regulations for SCUBA diving, procedures for incident reporting and investigations, diver-in-training requirements, scientific diver certification requirements, medical standards, nitrox diving guidelines, and snorkeling guidelines. The Manual will state how often it will be reviewed on a recurring basis and establish, in writing, the organizations by which the Manual will be reviewed for concurrence. The approving authority will be the Senior Vice President for Academic and Student Affairs.

The Scientific Diving Procedures Manual will be housed in the Marine Laboratory's existing SOP Manual. This Manual will be reviewed, and any changes acknowledged, within 36 months of initial BOR approval, and every 36 months thereafter, unless otherwise required.

Summary on Establishing a Standing Dive Control Board

As of February 5, 2018

Background Information:

-The University of Guam Marine Laboratory (UOG ML) has had a dive program for faculty, students, and visiting researchers since its establishment as a research unit of the University in 1970.

-The Dive Control Board (DCB) has existed as an *ad hoc* committee since that time. As stated in its Draft By-Laws, its mandate is "to develop, maintain, and enforce a safety program that will train and guide all SCUBA and snorkeling research and other water activities associated with the UOG ML."

-The DCB is an active member of the American Academy of Underwater Sciences (AAUS), whose mandate is "to advance and facilitate safe and productive scientific diving." Membership with AAUS facilitates safe diving practices between member organizations via dive reciprocity, provides information and training for its member organizations, and generally supports up-to-date safe scientific diving practices. Thus, membership is vital to University diving programs throughout the U.S.

-As a member organization, the UOG ML DCB is required to develop and uphold safe diving standards and procedures, as dictated by AAUS.

-In order to meet and maintain the standards of AAUS and create a safe scientific diving environment for UOG ML personnel, it is necessary that the DCB transition from an *ad hoc* committee to a formalized standing board. To achieve this goal, the DCB has taken the following steps:

- Hired a formally trained Dive Safety Officer (DSO) to oversee the UOG ML dive program;
- Updated and revised the DCB's Draft *Scientific Diving Procedures Manual: Standards and Rules for the University of Guam Scientific Diving Program*; and
- Created Draft By-Laws to govern the functioning of the DCB.

-The UOG ML would like to establish the DCB as a standing board in direct support of the UOG ML by UOG Board of Regents (BOR) Policy. The DCB will be responsible for establishing its By-Laws, whose approving authority will be the UOG President. The DCB will also be responsible for establishing a Scientific Diving Procedures Manual, whose approving authority will be the Senior Vice President for Academic and Student Affairs..

Recommendation:


-That the UOG BOR approve the draft policy attached to establish the DCB as a standing Board, and include it in the RRPM.

January 26, 2018



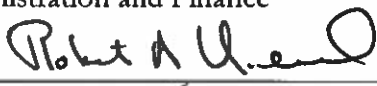
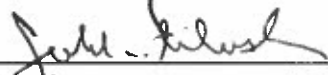
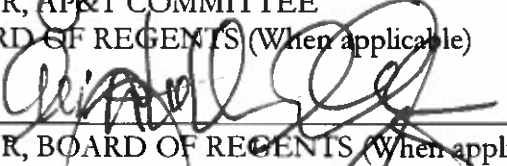
**UNIVERSITY OF GUAM
POLICIES AND REGULATIONS CHANGE REQUEST FORM**

1. Subject: Establishing a standing UOG Marine Laboratory Diving Control Board (DCB) in the RRPM
2. Purpose: To obtain approval to include the DCB into the RRPM as a formal University standing Board.
3. See enclosed summary (with attachment), Proposed BOR Resolution, and Proposed RRPM Narrative.
4. Requested Effective Date: Immediately upon approval by the BOR.
5. Publication Document (Reference section and/or page number):

Year
2000 Rules, Regulations and Procedures Manual (Add new Paragraph P)
 XX Organization and Governance Policies (Article II)

UNIT	SIGNATURE (use BLUE pen please)	DATE
Administrative Council Chair		<u>2/1/18</u>

APPROVED/DISAPPROVED:

 <hr/> VICE PRESIDENT, Administration and Finance	<u>2/9/18</u> <hr/> DATE	 <hr/> SENIOR VICE PRESIDENT, Academic and Student Affairs	<u>2/9/18</u> <hr/> DATE
 <hr/> PRESIDENT		<u>FEB 12, 2018</u> <hr/> DATE	
 <hr/> CHAIR, AP&T COMMITTEE BOARD OF REGENTS (When applicable)		<u>FEB 14, 2018</u> <hr/> DATE	
 <hr/> CHAIR, BOARD OF REGENTS (When applicable)		<u>FEB 22, 2018</u> <hr/> DATE	