

Committee and Task Descriptions, Department of Mathematical Sciences 2015–2016

August 4, 2015

1 Standing Committees

Algebra and Precalculus and General Education Assessment (APC). Monitor student performance in Math 120, 121, 190, and follow up “G” courses including STAT 251G, MATH 142G, MATH 191G and MATH 235-236. Discuss student learning outcomes and coordinate assessment of student learning outcomes with department head and campus assessment bodies. Consider textbook changes for 120, 121, 142 and 190 with consultation of department administration. Coordinate with DACC on matters involving courses taught at branch campuses. Typically chaired by the Director of the MSC. Due to the breadth of tasks, rather than meeting regularly as a group, the committee might function more efficiently having one or two members addressing individual tasks in coordination with the chair. However, meetings of the whole group might be necessary when making decisions on curriculum that affect multiple courses.

Undergraduate Curriculum and Teaching (UCTC). Oversee curricula in undergraduate courses from MATH 191 on up and coordinate with APC chair on prerequisite courses. At least one member should participate in any ad-hoc textbook selection for these courses. Prepare CAFs as necessary, in consultation with UMMC chair as appropriate. Maintain Information for Instructor/Course Content/Learning Outcomes pages. Coordinate peer classroom visits. Peer evaluation is one of the suggested modes of documenting teaching effectiveness in annual reports. The UCTC chair should discuss any scheduling concerns with department administration.

Undergraduate Majors and Minors Committee (UMMC). Manage various aspects of our undergraduate programs, including degree requirements and degree maps, catalog changes, in consultation with the UCTC chair as appropriate, outcomes assessment for majors, recruitment of new majors and all phases of advising majors ranging from course requirements and approval of clusters for Applied Emphasis, to career choices or application to graduate programs. Make scholarship recommendations.

Graduate Studies (GSC). Maintain graduate program, including maintaining advisor/advisee list, coordinate with advisors of individual students regarding progress on program requirements, coordinate with departmental administration regarding course scheduling and funding opportunities, including scholarships, or issues for continuing students. Coordinate with GRAC regarding setting priorities for admissions and assignments of initial advisors. Oversee comprehensive exams. Assess graduate outcomes. Propose or coordinate any changes in policies regarding the graduate program. Note: Proposals to change curricula or exam syllabi can be initiated either by the GSC or by research groups in the department, through the GSC. Some overlap with NMSU Graduate Council is helpful.

Graduate Recruiting and Admissions Subcommittee (GRAC). Review applications for admission and funding. Coordinate priorities with department and GSC chair on an ongoing basis. Pursue funding opportunities for incoming graduate students (including McNair, Diversity and other funding through graduate school as well as other sources). Coordinate dissemination of information about our graduate programs, mostly via web pages, with department staff. Note: Though a subcommittee of GSC, GRAC is a labor in-

tensive assignment and GRAC members should be excused from business of the GSC for which a consensus view is not essential.

Hiring and Research Planning. Coordinate annual departmental request for faculty lines made through the college to the provost. Insure that priorities communicated to administration are aligned with long term programmatic needs. May include liaison with other departments with regard to collaborative opportunities. Note: Tenure-track faculty searches are labor intensive, and campus visits are often conducted in the same time frame that the next year's line request has to be prepared. Note: Search committees for approved hires must be approved by the Dean and Provost. Faculty involved in requesting faculty lines should serve on subsequently approved searches when possible.

2 Liaison Committees

Departmental liaison committees coordinate with various student and faculty bodies. These committees are smaller and are tasked with maintaining contact and conveying information, soliciting input and, in some cases, serving in an advisory role. **Changes from prior years:** (1) Liaison with DACC, including participation in statewide math articulation discussions, will now be handled through the Algebra and Precalculus Committee. (2) Students are now advised at NSR. Unclassified students are advised through A& S advising center staff. The Arts and Sciences Advising Committee is no longer needed.

Campus Liaison. This is a loosely defined committee that might serve multiple purposes with the overall goal of insuring that our courses are aligned with the needs of other programs in A&S and other colleges on the main campus. Depending on needs it can be loosely coordinated without a chair (or with co-chairs) having separate responsibilities aligned with different programs. There should be at least one college faculty and at least one tenure-track faculty member on this committee.

Student Liaison: Math Club, Pi Mu Epsilon, and other student math related activities. It makes sense to coordinate activities in consultation with the UMMC. If modest funds are needed, requests should be made through the department head.

Math Reading Room and Library Liaison. Coordinate with library concerning funds available for books and periodicals, keep current with library policies on access to books and periodicals, both physical and on-line, and coordinate with library regarding any funds it might have available for new books and periodicals. Solicit input from faculty when funding priorities need to be established or when extra funds are available for monographs. Manage MRR materials.

Publicity. The purpose of this committee is to publicize the department including current programs and accomplishments. Possible media include web pages, both internal and via social media, newsletters, **and display cases.** The committee has not yet been formed.

3 Departmental Elected and Appointed Committees

Advisory Committee. Meet regularly with department head regarding ongoing departmental matters and impact of new and ongoing university policies on the department. Disseminate information to the whole faculty. **Per revisions to department bylaws in Spring 2015, members will serve two year terms elected in Spring of even numbered years.** Membership includes three tenure track members elected by the tenure track and one college faculty member elected by college track each December. The associate department head is an ex-officio member. The MSC director may also serve in this role at the discretion of the department head.

Promotion and Tenure and Promotion to Professor Subcommittees. Committees are elected each spring, with nominations taken at the March faculty meeting. Should include three ranking members on each subcommittee, with possible overlap. The subcommittees organize meetings of the whole, including any outside member assigned by the deans office, and resulting recommendations concerning continuation, promotion and tenure. The subcommittees also coordinate external reviews with the department head

and review and recommend any desired revisions to departmental P& T policies. Recommendations for continuation are ordinarily due in the deans office in April. Tenure and promotion recommendations should be completed by early October, at least one week before portfolios are due in the deans office.

College track promotion committee. This appointed committee should have at least three members, including at least one ranking college faculty member if possible, and the associate department head, and an external member appointed by the Dean's office. Arts and Sciences now has a committee separate from the Faculty Affairs Committee to review promotion cases, including departmental recommendations, for college faculty.

4 Activity Chairs and Ad-hoc Committees

Other important departmental service does not fall under standard committee structure. Associated tasks are usually assigned to one or two persons. Assignments are made in consultation with department head.

Colloquium chair. Coordinate weekly or bi-weekly colloquia. Solicit input from faculty. Manage colloquium budget in consultation with department head.

Visitors Day /Majors Fair Host. Serve as point person for inquiries from potential majors and organize activities for Visitors Day and/or majors Fair. (in consultation with UMMC chair),

Math Awareness Month Coordinator. Organize and publicize any appropriate activities for MAM. Note. Activities should be aligned with the theme of MAM, which generally is not announced until late Fall or early Spring.

Undergraduate competitions (COMAP, Putnam). Assignment made in consultation with the department head.

High school competitions. Assignment made in consultation with the department head.

Math Ed Lab. Monitor equipment available in the math ed lab and serve as point person for any requests for new math ed related materials, or storage for classroom use in Walden Hall.

Ad-hoc committees. Such committees formed for different tasks, including textbook selections for specific courses, in-depth curricular revisions for a specific course, promotion guidelines (these should be reviewed at least every four years according to university policy), etcetera.

5 Course coordination

Coordination of instruction should be counted in Digital measures under the teaching category. Since there is no column in the tables under scheduled teaching in DM to indicate coordination, please do so by typing "coord" in the "new course preparation" column or by adding a separate "other" column.

6 Other suggested departmental business for 2015–2016

Several faculty are on sabbatical in 2015–2016. Ongoing matters such as Engineering Calculus will be addressed by the full department. If you are aware of any urgent matters affecting the department that you would like to address, please contact the department head or associate head.