

2024-2025 FACULTY COMMITTEE ASSIGNMENTS

1. **ADA** (Americans with Disabilities Act): DAVIS, ELLIOTT*, O'CONNOR, ROGERS
To facilitate interaction between faculty and the ADA office.
2. **ADVISING: ALLEN**
To advise all undergraduate mathematics majors who have achieved sophomore status.

MACHIDA – Graduate Student Advisor

The Graduate Student Advisor:
 - Informs students about policies of the Mathematics Department and of the Graduate School, and makes sure that these policies are followed and various deadlines are met, etc.
 - Conducts the non-credit Teaching Seminar and the Graduate Seminar.
 - Is responsible for scheduling presentations of students and faculty at the Graduate Seminar.
 - Is the first person to go to with questions about initial academic advising, about matters related to student teaching, and about social and other needs.
 - Recommends graduate students for the Graduate Student Mathematics Teaching Award and the Stanley Dolzycki Memorial Scholarship Award.
3. **RESEARCH AND TEACHING RESOURCES: KUBIAK*, LE BORNE, MADURANGA, NARIMETLA, VEERAPEN**
Should establish a priority to provide faculty and staff with the best equipment and software as needed in their daily work. The committee should make recommendations to the chair on computer and software purchases for faculty, staff, and the graduate student office. It is also responsible for preparing technology and three-year plans and deciding what to do with obsolete equipment.
4. **CURRICULUM: BRACHEY, CHAMBERS, DAVIS, HARDEN, MACHIDA*, PECHMANN, ROGERS, VEERAPEN**
The primary role of this committee is to make recommendations to the department regarding new course introductions, revisions of existing courses, revisions and modifications to the undergraduate curriculum. The committee's role is to formulate recommendations to appropriate university-wide committees regarding any changes in the catalog after approval by departmental faculty. After proposed changes are approved by the University Curriculum Committee, the Departmental Curriculum Committee should make sure that these changes are implemented at the departmental level, and that all departmental publications, including the web page are updated to reflect the changes. In particular, the advising sheets used by our advisors need to be updated.
5. **ENGINEERING TASKFORCE: BROWN, CHAMBERS, FORGEY, KENNON, NARIMETLA, W. SMITH**
The role of this committee is to act as liaisons between the Department and the College of Engineering.
6. **FACULTY EVALUATIONS: BRACHEY, LIU, ROGERS, D. SMITH***
The role of this committee is to make policy recommendations to the Department regarding faculty evaluations. This committee will meet to discuss any university policy changes and make appropriate recommendations for changes that need to be made in the Department's policies.
7. **GOALS AND ASSESSMENT: ALLEN*, CHAMBERS, NARIMETLA, SHIBAKOV**
Gather data and write a report each fall on the department's efforts to achieve its various goals (strategic, program outcome and learning goals for SACSCOC).
8. **GRADUATE: CHAMBERS, DAVIS, KUBIAK, LIU, MACHIDA*, MADURANGA, SHIBAKOV, VEERAPEN**
 - Review applications for admission to the graduate program and make recommendations to the Chair.
 - Review applications for graduate assistantships and make recommendations to the Chair.
 - Recommend the preliminary schedule for the first semester for each admitted graduate student to assist the Chair and the advisors.
 - Active recruiting of graduate students including preparation of appropriate brochures and informative literature that will assist in recruiting for the graduate program.
 - Make recommendations to the Chair to schedule graduate course scheduling timetable based on current enrollment.
9. **HONORS COLLEGE LIAISON: LE BORNE**
10. **HUMAN SUBJECTS REVIEW COMMITTEE: D. SMITH, KENNON, COPELAND***

The Departmental Review Committee will screen all research projects involving human subjects and make a determination about whether it falls into the exempt category. All exempt research must be documented using Form A (included in the *Guidelines*), which is sent to the Office of Research after appropriate approvals have been obtained.

11. **INSTAGRAM:** BROWN*, HALL (Student Representative), JOHNSON (Student Representative)
12. **KME:** HETZEL, ELLIOTT
13. **LEARNING SUPPORT:** BRACHEY, DUVIER, HARDEN*
14. **LIBRARY LIAISON:** LE BORNE
Book and journal purchases; organize departmental library
15. **MATH CLUB:** HETZEL, MADURANGA
16. **MATHEMATICAL COMPETITIONS:** BROWN, LIU*, O'CONNOR, ROGERS
Responsible for arranging for a suitable examination room and making available relevant details available to interested students. **PUTNAM EXAM – ROGERS, AMC CONTEST – BROWN, VA. TECH. – LIU**
17. **ONLINE COURSES:** BROWN, DAVIS*, KUBIAK, LE BORNE, ROGERS
The duties for this committee are to recommend policies to the Department on good online teaching practices and update those policies when the University policies change.
18. **RADICAL TIMES:** O'CONNOR
19. **SCHOLARSHIPS AND AWARDS:** BRACHEY*, CHAMBERS, MADURANGA, PECHMANN, VEERAPEN
Select awardees for scholarships and other departmental awards such as the Dunavin Scholarship, R. H. Moorman Memorial Award, the S.A. Patil Mathematics Award, the Volpe Scholarship, the Grateful Heart Scholarship, and make nominations for, e.g., Who's Who, etc.
20. **SUMMER SCHOOL PRIORITY:** HETZEL, LE BORNE, O'CONNOR
21. **STANLEY DOLZYCKI SCHOLARSHIP COMMITTEE:** MACHIDA
22. **TENURE AND PROMOTION:** LE BORNE, D. SMITH
The role of this committee is to make policy recommendations to the Department regarding tenure and promotion. This committee will meet to discuss any university policy changes and make appropriate recommendations for changes that need to be made in the Department's policies.
23. **TMTA MATH CONTEST:** BROWN*, GANDHI, LIU, MACHIDA, O'CONNOR, ROGERS,
24. **INTEGRATION BEE:** BROWN, GANDHI, LIU, MACHIDA, NARIMETLA, O'CONNOR
25. **WEBPAGE UPDATES:** ALLEN, NARIMETLA, PECHMANN*

Course/Book Committees

1010.....	Copeland, Elliott*, Kennon
1410-1420.....	Rogers*, W. Smith
1530.....	Brown, Duvier, W. Smith*
1630-1830.....	Brachey, Harden*
1710-1720-1730.....	Brachey*, Elliott, Gandhi, Harden, Kennon
1845.....	Brachey*, Copeland, Kennon
1910-1920-2110.....	Brachey, Brown, Chambers, Davis, Elliott, Rogers, W. Smith, Veerapen*
2010.....	Chambers, Hetzel*, Kubiak, Liu, Shibakov, Veerapen
2120.....	Brown, Davis*, Liu, Shibakov
3070-3080.....	Brachey, Machida, D. Smith*, W. Smith
3400.....	Chambers, Hetzel, Shibakov*
3430.....	Veerapen
3470.....	Allen*, D. Smith, Machida
All other courses.....	The current or most recent instructor

*denotes committee chair