

Committee and Task Descriptions, Department of Mathematical Sciences 2014–2015

April 2, 2014

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. Overlap or consultation with DACC liaison is desired. This committee may not be active every year. The default chair is the director of the MSC. Subcommittees leaders may be course coordinators.

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 catalog changes, in consultation with the UCTC chair as appropriate; recruitment and all phases of advising undergraduates 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 and coordination with advisors of individual students regarding meeting program requirements, coordination 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 intensive 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. This includes insuring that long term priorities for faculty hires are aligned

with our programmatic needs. It may include liaising with other departments regarding possible long term collaborative opportunities among current or potential future faculty. *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. If a search has been approved, a separate search committee will be convened.

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.

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.

DACC Liaison. Coordinate with faculty in developmental math, specifically at DACC but sometimes with other branch campuses to insure that methods and standards are consistent across campuses. Participate in statewide math articulation discussions. In most years, one college faculty can handle the job.

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.

Arts and Sciences Student Advising. Advise unclassified students in the Arts and Sciences Advising center during fall and spring. Members may be asked to advise at new student orientations during late spring and summer. Members are expected to familiarize themselves with details of our general education requirements and A&S general education and core requirements.

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. Communicate with Joe Zund regarding MRR resources.

Web Liaison. This committee does not exist yet, but duties would be to work with COG to keep external web pages *up to date and relevant*. A second approach would be to create a facebook fan page for the math department. Primary target would be alumni and friends. It might make sense to combine this with *Display cases*.

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. This is a calendar year committee with three tenure track members elected by the tenure track and one college faculty member elected by college track each December. The associate department head serves in an ex-officio role. The MSC director may also serve in this role at the discretion of the department head.

Promotion and Tenure and Promotion to Professor Subcommittees. These committees are elected each spring, with nominations taken at the March faculty meeting. There should be three ranking members on each subcommittee, with possible overlap. The subcommittee organizes 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 makes internal policy recommendations. 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. If a ranking college faculty member is not available, the department head should seek an outside college faculty member through the deans 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). This is typically a one person job, or one person per competition. Please contact Dick Bagby if you would like to get involved with the Putnam competition.

High school competitions. This is a one-person job. 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.

Display cases. Maintain content of display cases with current, provocative materials, in consultation with faculty. This is a one-person job, though other faculty should give input. It might make sense to combine this with web liaison.

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 is 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. Although coordination counts as teaching as opposed to service, it is a means to indicate effort done for the greater good.

6 Other suggested departmental business for 2014–2015

- On the 2013 Departmental Appraisal, the Dean’s office viewed the main challenges facing the department as: (1) Attracting adequately prepared graduate students, (2) Encouraging faculty participation in externally funded research and (3) Attracting outstanding undergraduate majors. Please submit your suggestions on how to address these challenges to the department head.
- Department goals for 2014 included (1) seeking success rates in G courses consistent with national standards and identify desired learning outcomes and measurements of them. (2) Involve all faculty in peer reviewed research and/or funding and (3) involve at least half of the graduate faculty in college or

university committees or in scholarship in the service of broader educational interests (the department would particularly benefit from membership on the graduate council); involve at least two-thirds of graduate faculty in professional committees, panels, or conference boards, or in reviewing scholarly work. And involve half or more of the college faculty in committee or policy work that extends beyond the department.

- The graduate faculty need to continue to discuss the Master's Oral exam and its connection with doctoral qualifying exam.
- If you see a need for a specific ad-hoc committee, please discuss this with the department head.