

Budget Committee 2020-21

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The Budget Committee will advise the Chair of the department on budgetary and professional activity matters, such as proposals for equipment funds, development of resource allocation policies and such other matters as the Chair brings before it."

In addition, the committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Work with the Dept. Chair to help prioritize budget cuts that are required by the College because of the Covid pandemic.
- In consultation with the Dept. Chair review the department policies on indirect cost return to faculty members for research.
- Provide advice to the Dept. Chair as he works to improve the administrative structure of the department and streamlining processes. This will need to be done in context with the implementation of Workday.
- Deposit key documents on the committee share drive for future committee work.

Membership

Hill, Chair

Gramila

Gauthier

Hammel

Winer

Zhong

Ball (exo)

Poirier (exo)

Climate and Diversity Committee
2020-2021

Mission Statement:

The Climate and Diversity Committee will help the Department foster and sustain a diverse community of scholars and staff. The Committee also will help to ensure that the Department maintains a professional work environment that encourages respectful interchange between all members regardless of background or career status.

Activities:

The Climate and Diversity Committee will identify departmental, university, or other resources or activities that could be applied to enhance the professional climate of the Physics Department. The Committee will work to identify challenges caused by policies or practices that might detract from diversity or climate, and recommend changes. Importantly, the Committee and its members will provide a resource for all members of the Department when challenges arise by providing a forum to ensure that their concerns are heard, connecting affected individuals with appropriate support networks, and advocating for structural changes where appropriate.

Specific Items:

- Develop social activities to help with the feeling of isolation that is due to the COVID pandemic.
- Work with the Chair to develop some activities to emphasize the importance of actively working on improving diversity in the department.
- Coordinate with the Colloquium Committee to consider speakers that would be beneficial for the department
- Consider trainings or workshops that could be beneficial to the faculty, staff, and students of the department
- Make recommendations for best practices for faculty searches to help ensure inclusiveness, including reviewing a draft search committee charge and rubric
- Host a Town Hall discussion once per semester on topics the committee considers important
- Make reports on committee progress in faculty, staff, and student meetings.
- Deposit key documents on the committee share drive for future committee work.

Membership

Gupta, Chair
Bundschuh
Carpenter
Honscheid
Jayaprakash
Kawakami
Ferrell (Staff)
Leonard (Staff)
Steven Prohira (Postdoc)
Sandeep Joy (Grad Student Rep)
Dananjaya (Dan) Liyanage (Grad Student Rep)
Rachel Slaybaugh (Undergrad Student Rep)
Caitlin Patterson (Undergrad Student Rep)

Colloquium Committee
2021

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The committee is responsible for arranging the weekly physics colloquium, including soliciting names of speakers, arranging travel and entertainment, and providing advertising within the department and university. The committee is also responsible for the arrangements for the Annual Alpheus Smith Lecture, including inviting the speaker and working with the Chair's assistant in coordinating all necessary preparations for the talk, reception and other related activities."

In addition, the charge includes the following specific topics and modification:

- The previous Colloquium Committee identified the Smith Lecturer for both fall 2020 (Jim Gates) and fall 2021 (Dona Strickland). The Committee should identify and invite the Smith Lecturer for fall 2022.
- Consider how to take advantage of the online delivery for the Colloquia to us this in future years after the pandemic.
- Reevaluate the plan for a new Distinguished Postdoc Lecture Series (see separate description for original plan). Provide recommendations to the department on how to move forward on this idea. Consider was to use this to enhance diversity in Physics.
- Prioritize speakers around areas relevant to the hiring plan and diversity.
- For exposure purposes, give preference to junior faculty members for meetings and meals with speakers in their specialty.
- Consult with the Climate and Diversity Committee for possible speakers on topics that are germane to diversity issues.
- Deposit key documents on the committee share drive for future committee work.

Membership

Zhong, Chair

Brillson

Heinz

Ho

Hill

Skinner

Trivedi

Valdes-Aguilar Lisa

Megan Nieberding (Grad Student Rep.)

Faculty Awards Committee
2020-21

Charge: The committee should review external and internal faculty awards for submission dates and nomination criteria. The committee shall develop and maintain a calendar listing critical dates for regular awards. The committee shall review the available awards and recommend faculty for nomination. The committee should develop a set of “best practices” for the nomination process and shall assist in the nomination process by engaging other faculty, coordinating with the Chair, and when appropriate seeking the recommendation of the Personnel Resources Committee.

Specific Items:

- Identify nominees and apply for University Faculty Awards:
 - o Distinguished University Professor
 - o Distinguished Scholar Award
 - o President and Provosts Distinguished Faculty Service Award
 - o Alumni Distinguished Teaching Award (in consultation with the Vice Chairs)
- Develop a strategy for identifying nominations for external awards such as APS Fellows, AAAS Fellows, etc.
- Recommend candidates for specific external awards.
- Deposit key documents on the committee share drive for future committee work.

Membership

Beacom, Chair
Humanic
Kovchegov
Raby
Yang

Graduate Admissions (Ad hoc) Committee
2020-21

Charge: The Graduate Admissions Committee (GAC) is an ad hoc committee to conduct the admissions process for the department. The committee should develop and carry out a process that strives to bring in a highly qualified and diverse group of students with special attention paid to underrepresented minorities and women. It is important that all members of the Physics Department be aware of implicit bias, especially those who are directly involved with hiring and admissions decisions. Toward this end, all members of the GAC should have attended Implicit Bias training within the last three academic years. It is preferable that the training be targeted toward Graduate Admissions Committees. The committee is charged with carrying out the following specific duties:

- Review the procedure and rubric used for the last admissions cycle, and consider changes to the process and rubric and form a proposed process for the coming cycle.
- If changes are to be made, present the proposed revised process for the coming cycle to the Graduate Studies Committee (GSC) for feedback and ratification. The proposed process should be considered by the GSC sufficiently early to allow time for the requested student info on the Grad Admissions website to be changed before it is officially opened for student applications.
- Carry out the admission process, including writing nomination letters for University Fellowships and Graduate Enrichment Fellowships. GAC members will be assigned and start reviewing student application materials (available on a secure website) in mid- to late December, and will start meeting to make admissions decisions in early January.
- Work with the Graduate Studies Office to help plan and run the 2020 Physics Open House. This year it will be remote. It is recommended to consider new ideas and software that will help make this virtual meeting as interactive as possible.
- Actively recruit students before, during, and after the Open House.
- At the end of the academic year, provide a short, written report assessing the results of the admissions process and indicate where changes should be considered in the following fall.
- Deposit key documents on the committee share drive for future committee work.

Membership

Pelz, Chair
Bao
Beatty
Bockrath
Braaten
Heinz
Hughes
Kagan
Lafyatis
Landsman
Kural
Randeria
Sooryakumar
Walker

Graduate Studies Committee
2020-21

Charge: The Graduate Studies Committee (GSC) will carry out its normal duties as outlined in the department's Patterns of Administration, except that most admission-related duties will be transferred to the (Ad hoc) Graduate Admissions Committee. The current POA states: *"The GSC will...conduct an annual review of all graduate students, and carry out whatever other charges may be requested by the Chair or the VCGS. The GSC reviews all grievances and petitions from graduate students, and it is responsible for all aspects of the graduate curriculum and for all other issues pertaining to graduate study in physics."*

In addition, the committee will:

- If necessary, meet with the Graduate Admissions Committee (GAC) to consider and ratify proposed changes to the admissions procedure for the 2020 graduate admissions process. In the case of major changes or lack of consensus, the GSC may recommend the proposed procedure be brought to a full faculty meeting for discussion and ratification. For 2021, a specific item is the role of the GRE in future years.
- Evaluate in consultation with the Instructional Task Force, graduate course innovations that came out of the response to the COVID pandemic and determine what innovations with modifications should be continued.
- Continue the committees work on establishing a standard curriculum and/or standard recommendations about homework and grading for the graduate core courses
 - Review the information that was gathered on topics that are taught as "core" at other peer institutions and from the Physics faculty survey on their opinions regarding core course content.
 - Consider whether to establish recommendations for amount of homework and grade distributions.
 - Develop and then present to the faculty a recommendation on a new core curriculum.
 - Integrate revisions of assessment of graduate student.
- Develop best practices for mentoring of graduate students and make recommendations to the faculty.
- Evaluate our current time to PhD and identify roadblocks to timely graduation.
- Review the departmental website recommended guidelines and norms for the Candidacy Exam.
- Review the department's PhD defense practices and establish written guidelines for the exam. Distribute to the students and faculty and post on the departmental website.
- Develop and implement an assessment plan for the OSU Physics Graduate Program, in accordance with requirements of the OSU Graduate School.
- Discuss and make recommendations regarding any changes in Graduate School policy and procedures.
- Provide a short, written report on the topics considered by the committee and, as necessary, bring topics to faculty meetings for discussion.
- Deposit key documents on the committee share drive for future committee work.

Membership

Pelz, Co-Chair

Furnstahl, Co-Chair

Gruzberg

Hirata Mathur

Johnston-Halperin

*Jacob Freyemuth (Grad Student Rep.)

*Will Koll (Grad Student Rep.)

*Joe Szabo (Grad Student Rep.)

Personnel Resources Committee
2019-20

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration. The current POA states: "The PRC shall advise the faculty and the Chair of the department on matters of new faculty hiring. It may be asked to prepare long-range hiring plans that will satisfy the needs for departmental growth and replacement of faculty vacancies. Special hiring opportunities that may present themselves to various research groups will be considered by the PRC, which will evaluate the request and make a recommendation to the faculty and to the Chair of the department. The PRC shall be charged with advising the Chair concerning updating of the "Appointments, Promotion and Tenure Criteria and Procedures" document for the Department of Physics. The PRC will evaluate faculty requests for department visitor funds, Faculty Professional Leaves, Special Assignments, and other requests brought by the Chair."

In addition, this year's specific tasks include:

- Provide feedback on drafts of search committee charge and possible search evaluation rubric. It is important we setup a system that ensure diversity plays an important role in future hiring.
- If the College provides general guidance regarding future hiring, review possible strategies and make recommendations, if appropriate.
- If it appears there is the possibility for hiring in 2021-22. Work with the Chair to develop a process of soliciting hiring requests from faculty and prioritizing those requests. It may have to be done on a fairly short time scale because this would only happen late in the years.
- Provide an end of year summary of committee activities.
- Deposit key documents on the committee share drive for future committee work.

Membership

Hirata, Chair
Bundschuh
Connolly
Gan
Heckler
Kawakami
Kovchegov
Lisa
Schumacher
Trivedi
Raby

Safety and Infrastructure Committee
2020-21

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The committee shall oversee the department Safety Program, with technical and administrative support from the Facilities Operation Manager and the Building Coordinator. The committee will review the safety program annually, or more frequently if required. The committee shall oversee the infrastructure of the department, including operation of shops, information technology services, computing and associated infrastructure. The committee shall consider space requests from the faculty and advise the Chair of the department on matters involving space allocation and planning, including periodic space audits. The committee will have the central responsibility in planning and overseeing any new facilities projects."

In addition, the committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Regularly assess the new safety protocols that were developed to operate during the COVID pandemic, update the safety procedures as the pandemic evolve, and communicate to the department any safety protocols that are updated.
- Monitor how department's research members are following the safety protocols.
- Update the method for tracking and utilization of office space and determine if there are places for improvement where necessary. Particular attention needs to be given to the process of graduate students moving from GTA offices to GRA offices.
- Select three members as representatives on the Joint Machine Shop Oversight Committee
- Provide a short, written report on the findings and make a brief report at a faculty meeting
- Deposit key documents on the committee share drive for future committee work.

Membership

Johnston-Halperin, Chair
Beacom
DiMauro
Gauthier
Honscheid
Kagan
Yang
Davids (exo)
Seth Kurfman (Grad Student Rep.)

Service Courses Committee
2020-21 Charge

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The committee oversees the services courses offered by the department. It shall consider topics such as course content, textbooks, laboratory instruction, staffing levels, lecture demonstrations and other issues pertaining to service course delivery. When appropriate, the committee shall solicit advice from department Lecturers on these matters."

The committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Investigate and develop a strategy to address issues of climate and racism in the intro courses. This should include coordinating with the undergraduate studies committee and people in College of Engineering that are addressing racism issues in their courses.
- Evaluate the instructional changes made to 125X and 120X to determine what is working and what should be changed. Pay particular attention to how changes are implemented each semester and the new content such as group work problems.
- Facilitate a dialogue with instructors on how they can be involved in the changes in the 125X and 120X course. Develop a framework and ground rules for how instructors can make minor adjustments to these courses.
- Identify methods that were developed to adapt to the COVID pandemic that improve the courses and develop a plan to maintain these approaches. This should include an early timeline for setting the course syllabus and Carmen site, tools for sharing course content (Teams and Box), and integration of online teaching with in-person teaching to enhance course content.
- Evaluate modifications to the GTA training for group work and make recommendations where appropriate.
- Provide a short, written report on the findings and make a brief report at a faculty meeting.
- Deposit key documents on the committee share drive for future committee work.

Membership

Gramila, Chair

Bockrath

Heckler

Jeschonnek

Kilcup

Lu

Walker

*Qiaoyi (Joey) Liu

Undergraduate Studies Committee

2020-21

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The committee oversees the undergraduate major program, including the physics major and engineering physics major curricula, and all other issues pertaining to undergraduate physics majors."

In addition, the committee will work on the following specific issues:

- Work with the Covid teaching task force to identify the course delivery approaches that were developed for the under grad major classes that improved course delivery. Then develop a strategy to ensure these continue to be used after the pandemic. It is anticipated this will include electronic tools such as Teams and innovations of the undergrad labs.
- Develop programs and strategies for recruitment and retention of underrepresented groups in the undergraduate majors, working with the Bridge and Diversity Coordinator. It will be important to look over and apply some of the recommendations from Annika Peter's report on retention in our undergraduate major program. This will likely include issues in our intro courses including 1250/1251, so it will be important to coordinate with the Service Course Committee
- Develop a detailed implementation plan for the overhaul of the undergraduate laboratory sequence. This should be informed by the Covid induced innovations. This should include:
 - Consider an alternative course where the labs are in research labs. Be sure consider innovative ways to leverage our research structure and to provide teaching credit to PIs that help deliver this course.
 - Evaluate Greg Lafyatis' lab course and determine how to use this course to innovate our undergraduate lab courses.
 - Consider a numerical methods course as a substitute for a more traditional lab course.
 - Detailed outline of entire new lab sequence, with sample syllabi.
- Consider ways of handling the growth in majors, in particular the impact on course enrollment.
- Develop course goals and assessment tools linked to program goals.
- Provide a written report on the findings and present recommendations to the faculty.
- Deposit key documents on the committee share drive for future committee work.

Membership

Humanic, Chair

Boveia

Gan

Jayaprakash

Kilcup

Lafyatis

Lau

Peter

Winer

L. Thaler (exo)

R. Patterson(exo)

D. Zach (exo)

Sam Roberts (Undergrad Student Rep)

Carson Cooper (Undergrad Student Rep)