

**Budget Committee
2022-23**

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 and Dept. Manager on strategic planning for improving the use of University, Development and IDC funds.
- Time permitting, Provide advice to the Dept. Chair on developing an external advisor board.
- Time permitting, provide advice to the Dept. Chair on improving the administrative structure of the department and streamlining processes. This will include the possible structural changes to the Vice Chair positions.
- 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

Hammel, Chair
Bundschuh
Connolly
Hammel
Gramila
Winer
Betts (exo)
Poirier (exo)

Climate and Diversity Committee
2022-2023

Charge: 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. The 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.

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

Specific Items:

- Develop a Diversity, Equity and Inclusion (DEI) strategic plan for the department. This should include working with other groups addressing DEI issues including APS-IDEA, HHMI Driving Change group, Bridge Program, POLARIS, URSA and other departmental committees, as appropriate. There are a number of DEI efforts in the department. Part of developing a strategic plan is to coordinate these efforts and identify key areas to address.
- If time permits, work with the Chair to develop activities to emphasize the importance of actively working on improving diversity, equity and inclusion in the department. This should include Town Hall discussion 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

Schumacher, Chair

Boveia

Carpenter

Johnston-Halperin

Jayaprakash

Trivedi

Jessi Middleton (Staff)

Michelle Richard (Staff)

TBD (Postdoc)

Donley Cormode (Grad Student Rep)

Katherine Laliotis (Grad Student Rep)

Sanskruiti Admane (Undergrad Student Rep)

Rachel Slaybaugh (Undergrad Student Rep)

Faculty Awards Committee
2022-23

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 and begin implementing a strategy for identifying nominations for external awards such APS Fellows, AAAS Fellows, etc.
- Recommend candidates for specific external awards.
- Deposit key documents on the committee share drive for future committee work.

Membership

Gruzberg, Chair
Beacom
Hill
Yang
Zhong

Graduate Admissions (Ad hoc) Committee

2022-23

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.
- Both the general and subject GRE will not be used this year. Grad Studies will continue to consider whether to continue to use the general and subject GRE in future years. Grad admission should be available to be consulted by Grad Studies on this topic.
- Carry out the wholistic admissions process. During the fall before applications are reviewed, all GAC members should meet to go over how wholistic admissions works. This is essential for streamlining the process.
- 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.
- GAC member will help write nomination letters for University Fellowships and Graduate Enrichment Fellowships.
- Work with the Graduate Studies Office to help plan and run the 2022 Physics Open House. Currently, the plan is for the open house to be in-person. But this could change. It is recommended to plan for the possibility that it will be online.
- 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

Jon Pelz, Chair	Brian Skinner
Lei Bao	Mike Stamatikos
Marc Bockrath	Brian Winer
Klaus Honscheid	Dongping Zhong
C. Jayaprakash	Crystal Moloney (exo)
Yuri Kovchegov	Kris Dunlap (exo)
Sasha Landsman	
Jeanie Lau	
Samir Mathur	
Chris Orban	

Graduate Studies Committee
2022-23

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:

- Consider and ratify proposed changes to the admissions procedure for the 2023-24 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 2023-24, a specific item is the role of the GRE in future years. This should be done in consultation with the Graduate Admissions Committee (GAC).
- Develop an approach for allowing limited number of GTA positions to be used to support post second year graduate students. The process should ensure GTA positions are awarded transparently and strategically.
- Develop best practices for mentoring of graduate students and make recommendations to the faculty.
- Continue the graduate student annual review process. Ensure that graduate students are provided feedback from their PhD committee each year on their progress toward graduation. Consider ways to simplify and streamline the process.
- If time permits, continue the committees work on establishing a standard curriculum with a standard recommendation about homework and grading for the graduate core courses with the goal of implementing this in academic year 2023-24.
 - 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.
- If time permits 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

Jon Pelz, Co-Chair

Jay Gupta, Co-Chair

Dick Furnstahl

Yuri Kovchegov

Mohit Randeria

Rolando Valdes Aguilar

*Aashwin Basnet (Grad Student Rep.)

*William Koll (Grad Student Rep.)

*Sandeep Joy (Grad Student Rep.)

Personnel Resources Committee
2022-23

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 to the Chair on an updated process for prioritizing hiring for this coming year. This needs to be done by the end of October. The process will be similar to the process used in 2022-23.
- Work with the Chair on prioritizing faculty hiring for this spring. It is anticipated that we can apply for faculty hiring positions in the spring and that hiring requests will be due to the college on February 28.
- Prioritize faculty SA and FPL requests.
- Provide an end of year summary of committee activities.
- Deposit key documents on the committee shared drive for future committee work.

Membership

Bundschuh, Chair
Beacom
Boveia
Braaten
Connolly
Gauthier
Gupta
Gruzberg
Heckler
Furnstahl
Lisa

Safety and Infrastructure Committee
2022-23

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:

- Update the tracking and utilization of office space. Also, determine if there are places for improving the process where necessary. Particular attention needs to be given to the process of graduate students moving from GTA offices to GRA offices.
- Work to finalize the Organizational Structure of the Physics Department Safety Program.
- Monitor how department's research members are following the safety protocols.
- 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

Yang, Chair

Beacom

Bockrath

Gauthier

Hill

Kural

Zhong

Davids (exo)

Jeremy Low (Grad Student Rep.)

Service Courses Committee
2022-23 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."

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

- As part of working on specific issues it is important to:
 - Organize into subcommittees. This worked great for the Undergraduate Studies Committee.
 - Committee decisions should be made by consensus in consultation with the Department Chair.
 - As plans are made for reworking courses, they should work for high quality but also simplicity for students and instructors.
 - Significant changes to courses should be discussed far in advance of implementation.
- Identify components of the HHMI driving change proposal to begin implementing and then develop a plan for implementing these components. This should be coordinated with the Undergraduate Studies Committee.
- Continue developing plan for redesign of 120x courses with an emphasis on explicit learning goals, evidence-based instructional best practices, and equity and inclusion, capitalizing on the approaches outlined in the HHMI efforts.
- Continue to 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.
- Continue to 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

Tom Gramila, Co-Chair

Andrew Heckler, Co-Chair

Richard Hughes

Sabine Jeschonnek

Roland Kawakami

Greg Kilcup

Terry Walker

Raju Nandyala (Exo)

Emily Holmgren (Grad. Rep)

Undergraduate Studies Committee
2022-23 Charge

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:

- As part of working on specific issues it is important to:
 - Organize into subcommittees. This worked great for the Undergraduate Studies Committee.
 - Committee decisions should be made by consensus in consultation with the Department Chair.
 - As plans are made for reworking courses, they should work for high quality but also simplicity for students and instructors.
 - Significant changes to courses should be discussed far in advance of implementation.
- Identify components of the HHMI driving change proposal to begin implementing and then develop a plan for implementing these components. This should be coordinated with the Service Courses Committee.
- Develop a strategy to improve undergraduate opportunities for obtaining skills in device physics and micro-electronics. This should align with the INTEL Semiconductor Education and Research Program that was recently funded, which includes funds for purchasing 4 semiconductor probe station measuring systems.
- Continue the work on complete a Certificate Program in the area of Computational Physics. Work to identify other possible Certificate programs.
- Continue developing a detailed implementation plan for the overhaul of the undergraduate laboratory sequence if time permits.
- 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

Johnston-Halperin

Hughes

Kilcup

Lafyatis

Hammel

Lu

Putikka

Walker

L. Thaler (exo)

D. Zach (exo)

Carson Cooper (Undergrad Student Rep)

Manali Nayak (Undergrad Student Rep)