

**Budget Committee
2019-20**

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:

- Evaluate the distribution of expenditures within the department and assess whether these are aligned with department priorities.
- In consultation with the Chair develop a scheme for providing indirect cost return to faculty members for research.
- Discuss the staffing challenges experienced by the department and assist the Chair with developing a response to the College regarding the structure in Physics.

Climate and Diversity Committee
2019-20

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:

- 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
- Review the results of surveys from last year and decide if additional steps need to be taken
- 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

Colloquium Committee
2020

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 Lecture for both fall 2019 (Steven Chu) and fall 2020 (Dona Strickland), so there is no need to select a Smith Lecturer.
- The department is establishing a new Distinguished Postdoc Lecture Series (see separate description). The Colloquium Committee is asked to solicit nomination and select a candidate for Spring semester 2020.
- Prioritize speakers around areas relevant to the hiring plan.
- 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.

Faculty Awards Committee
2019-20

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 a nominee 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.

Graduate Admissions (Ad hoc) Committee
2019-20

Charge: The Graduate Admissions Committee (GAC) is an ad hoc committee to conduct the admissions process for the department. The committee should develop and carryout 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.
- 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.
- 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.

Graduate Studies Committee
2019-20

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:

- Meet in early Au 2019 to set priorities and a nominal schedule for the year.
- 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.
- Consider establishing a standard curriculum and/or standard recommendations about homework and grading for the graduate core courses
 - Review which topics are taught as "core" at other peer institutions.
 - Survey the faculty for their opinions regarding core course content.
 - Consider whether to establish recommendations for amount of homework and grade distributions.
- Publicize and post on 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.
- Explore best practices for mentoring of graduate students and make recommendations to the faculty where appropriate.
- As time permits, continue evaluating whether to establish a Qualifying Exam.
- 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.

Personnel Resources Committee
2019-20

Charge: The committee will carry out its normal duties as outlined in the department's Patterns of Administration.

In addition, this year's specific tasks include:

- Providing feedback on draft search committee charge and possible search evaluation rubric.
- When the College provides guidance regarding future hiring, review possible strategies and make recommendations, if appropriate.
- Carry out a process of soliciting hiring requests from faculty and prioritizing those requests.
 - The process should be described at a Faculty Meeting during Fall Semester
 - This process should start early enough to have a prioritize list of 2-3 hires for AY 20-21 by the end of February 2020.
 - Note: The new Executive Dean has not shared her proposed process for the submission of hiring requests. If the College defines a process with a more advanced timing, we may need to adjust.
- Review FPL/SA proposals and provide a ranking to the Chair
- Provide an end of year summary of committee activities

Safety and Infrastructure Committee
2019-20

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:

- Review the safety program in the department and develop and update a standard for compiling a list of hazardous materials and controlled substances
- Carry out the recommendations of the previous Safety and Infrastructure Committee, which includes sending out an annual email in the Fall with safety tips and links to resources.
- Review the new method for tracking and utilization of office space and make recommendations 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

Service Courses Committee
2019-20 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:

- Meet in early Au 2019 to set priorities and a nominal meeting schedule for the year.
- Track steps for overhauling lecture demonstration equipment and make recommendations where appropriate.
- Provide input and evaluation of instructional changes being made to the 125X and 120X recitation sections and make recommendations where appropriate.
- Evaluate modifications to the GTA training for group work and make recommendations where appropriate.
- Conduct a feasibility test for the "GradeScope" grading system.
- Provide a short, written report on the findings and make a brief report at a faculty meeting.

Undergraduate Studies Committee
2019-20

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:

- Develop programs and strategies for recruitment and retention of underrepresented groups in the undergraduate majors, working with the Bridge and Diversity Coordinator.
- Develop a detailed implementation plan for the overhaul of the undergraduate laboratory sequence. This should include (by April 2020):
 - Draft course proposal for first new lab, being piloted WI20.
 - 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.