

Budget Committee '16-'17 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.
- Where possible, make comparisons to other departments.
- The department must repay a \$900K loan to the college over a three-year period beginning in FY17. Identify potential saves and cost cutting mechanism to achieve this repayment.
- Provide a short written report on the findings and make a brief report at a faculty meeting.

Colloquium Committee 2017 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 issues:

- Target the Alpheus Smith Lecture for the Fall 2017
- Consult with the PRC regarding new areas of interest to the long range planning process and consider areas and speakers where the faculty would benefit from learning about new developments.
- For exposure purposes, give preference to junior faculty members for meetings and meals with speakers in their specialty.

Computer Committee '16-'17 Charge

The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The committee shall develop policy for information technology services, computers and associated infrastructure, and scientific computing issues, and advise the Chair in all matters pertaining to the use of Department and University information technology services."

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

- Evaluate the computer support the department receives from ASC Tech now that the IT group has been pulled out of the department.
 - Invite Brian Keller or Tim Smith to a meeting to discuss ASC Tech support for Physics.
- With the Space Committee, evaluate the existing space and needs of the portion of the IT group that remains in the department.
- Evaluate the OSU wireless coverage in the PRB, in particular for offices located in the lab portion of the building. Make recommendations regarding the installation of additional access points to improve coverage and prioritize any new access points.
- Define the future role of the committee given the fact the IT group has been pulled out of the department.
 - What aspects of computer support should a committee still oversee or consider?
 - Are there any reasons why this committee could not be combined with another committee?
- Provide a short written report on the findings and make a brief report at a faculty meeting.

Graduate Studies Committee '16-'17 Charge

The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The GSC will recruit and select prospective graduate students, recommend the award of fellowships and graduate associateships, 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 provide assessment and where necessary recommendations for actions on the following specific issues:

- Consider changes to the OSU Physics qualifying process, including possibly returning to the use of a Qualifying Exam
 - What is done at other peer institutions?
 - Consider details such as topics, level, frequency, number of attempts, etc.
- Consider establishing a standard curriculum and/or standard recommendations about homework and grading for the graduate core courses
 - Which topics are taught as "core" at other peer institutions?
 - Consider whether to establish recommendations for amount of homework and grade distributions
- Evaluate the test of blind grading in Quantum Mechanics
 - What works and what does not?
 - Should it be extended to the other core courses? If so, when?
- Develop and implement an assessment plan for the OSU Physics Graduate Program, in accordance with requirements of the OSU Graduate School
- Discuss the option of dividing the duties of this committee into two committees, one that deals with the operation of the graduate program and one that is dedicated to the admissions process.
- 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
'16-'17 Charge**

The committee will carry out its normal duties as outlined in the department's Patterns of Administration. As described below, the committee will continue the evaluation of the Faculty Survey started last academic year. The department is scheduled for an external review during the Spring 2018 semester. In preparation for that review, the PRC should lay the groundwork for a strategic hiring plan to cover the next 5 years. Preparations for a hiring plan should include assessing the department's current research program relative to other comparable departments. Specific tasks include:

- Summarizing the Faculty Survey conducted in the spring
 - Determining a list of issues from the survey that require further analysis and discussion.
 - Discuss these issues within the PRC and in small groups.
 - Collect any data that can help guide the discussion.
 - Summarize the findings in a faculty meeting.
- Establishing a foundation of a strategic hiring plan.
 - Collect comparison data to similar institutions including those institutions of similar rank.
 - Recommend a procedure for creating a hiring plan that can gain faculty buy-in.
 - Determine what "boundary conditions" should be applied to such a plan.
 - Determine a list of research areas that provide either new directions or areas that are synergistic between existing sub-disciplines.
 - Present these findings during a faculty meeting during spring semester.
- Act as an advisory committee to the Chair regarding issues related to modifications of the department's POA and APT documents.

**Introductory Courses Committee
'16-'17 Charge**

The committee is not a standing committee in the department's Patterns of Administration.

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

- Develop a standard charge for the revised Patterns of Administrations.
 - Membership
 - Duties
- Formulate a plan for the reassessment of the textbooks for the introductory courses including the procedure and timing of the reviews. Consideration shall include open source alternatives to traditional texts.
- Review the credit hours assigned to 1103/4 and 1106/7 in light of various program and General Education changes.
- Begin formulation of an approach for improving and innovating lecture demonstration equipment and availability.
- Provide a short written report on the findings and make a brief report at a faculty meeting.

Safety Committee '16-'17 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 Operations Manager and Building Coordinator. The committee will review the safety program annually, or more frequently, if required."

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

- Evaluate the safety and procedures for student programs, specifically advanced undergraduate labs and other areas where students may be working off hours without faculty or staff supervision.
- Assess the frequency and depth of safety evaluations within the department and identify deficiencies.
- Assess the level of knowledge among faculty and research staff (post-docs, GRAs, undergraduate researchers) of safety protocols and standards within the department.
- Provide a short written report on the findings and make a brief report at a faculty meeting.

Shops Committee '16-'17 Charge

The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "The committee shall oversee the operation of the shops and their services, and shall advise the Chair on these matters, including personnel evaluations and suggestions for improvements."

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

- Given the current plan to merge shops with other departments, consider the impact on the department mission and identify important capabilities that must be maintained and brought to the attention of the College during merger discussions.
- In consultation with the Undergraduate Studies Committee, consider the importance and cost of shop training for the Engineering Capstone course.
- Define the future role of the committee given the fact the shops facilities will be pulled out of the department.
 - What aspects of shop support should a committee still oversee or consider?
 - Are there any reasons why this committee could not be combined with another committee?
- Provide a short written report on the findings and make a brief report at a faculty meeting.

Space Committee '16-'17 Charge

The committee will carry out its normal duties as outlined in the department's Patterns of Administration: "This 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, in the context of the Space Allocation Procedures delineated in Section XI. The committee will have 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:

- Collect and provide data for Risk Management.
- In consultation with the Computer Committee, evaluate the existing space and needs of the portion of the IT group that remains in the department.
- Consider availability of desk space for short term (2-3 days) visitors.
- Consider the impact of merging this committee with other committees such as Safety, Shops, and Computer.
- Provide a short written report on the findings and make a brief report at a faculty meeting.

Undergraduate Studies Committee '16-'17 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 provide assessment and where necessary recommendations for actions on the following specific issues:

- Develop an assessment plan for the undergraduate majors courses.
- Start a review of the entire undergraduate majors curriculum, comparing to strong peers. Identify areas in which improvement is needed, with a focus on courses in which additional use of computers and/or employment of results from Physics Education Research might be useful.
- Work with the Safety Committee, which will be evaluating the safety and procedures for student programs, specifically advanced undergraduate labs and other areas where students may be working off hours without faculty or staff supervision.
- Provide a short written report on the findings and make a brief report at a faculty meeting.