

## **2019-2020 FACULTY COMMITTEE ASSIGNMENTS**

1. **ADA** (Americans with Disabilities Act) O'CONNOR\*, ELLIOTT

To facilitate interaction between faculty and the ADA office.

2. **ADVISING:** HETZEL, ALLEN, BRACHEY, CHAMBERS, DANIELS, MILLS, D. SMITH

To advise all undergraduate mathematics majors who have achieved sophomore status.

DAVIS– Graduate Student Advisor

The Graduate Student Advisor:

- Informs students about policies of the Mathematics Department and of the Graduate School, and makes sure that these policies are followed and various deadlines are met, etc.
- Conducts the non-credit Teaching Seminar and the Graduate Seminar.
- Is responsible for scheduling presentations of students and faculty at the Graduate Seminar.
- Is the first person to go to with questions about initial academic advising, about matters related to student teaching, and about social and other needs.
- Recommends graduate students for the Graduate Student Mathematics Teaching Award and the Stanley Dolzycki Memorial Scholarship Award.

3. **COMPUTER RESOURCES:** NORDEN\*, ALLEN, LE BORNE, MACHIDA, NARIMETLA

Should establish a priority to provide faculty and staff with the best equipment and software as needed in their daily work. The committee should make recommendations to the chair on computer and software purchases for faculty, staff, and the graduate student office. It is also responsible for preparing technology and three-year plans and deciding what to do with obsolete equipment.

4. **CURRICULUM:** MACHIDA\*, BRACHEY, CHAMBERS, DAVIS, NORDEN

The primary role of this committee is to make recommendations to the department regarding new course introductions, revisions of existing courses, revisions and modifications to the undergraduate curriculum. The committee's role is to formulate recommendations to appropriate university-wide committees regarding any changes in the catalog after approval by departmental faculty. After proposed changes are approved by the University Curriculum Committee, the Departmental Curriculum Committee should make sure that these changes are implemented at the departmental level, and that all departmental publications, including the web page are updated to reflect the changes. In particular, the advising sheets used by our advisors need to be updated.

5. **GOALS AND ASSESSMENT:** MILLS\*, DAVIS (Graduate Committee Chair), W. SMITH, CHAMBERS Gather data and write a report each spring on the department's efforts to achieve its various goals (strategic, program outcome and learning goals for SACS COC).

6. **GRADUATE:** DAVIS\*, KUBIAK, LIU, POUDYAL, VEERAPEN, SHIBAKOV

- Review applications for admission to the graduate program and make recommendations to the Chair.
- Review applications for graduate assistantships and make recommendations to the Chair.
- Recommend the preliminary schedule for the first semester for each admitted graduate student to assist the Chair and the advisors.
- Active recruiting of graduate students including preparation of appropriate brochures and informative literature that will assist in recruiting for the graduate program.
- Make recommendations to the Chair to schedule graduate course scheduling timetable based on current enrollment.

7. **HONORS COLLEGE LIAISON:** LE BORNE

8. **HUMAN SUBJECTS REVIEW COMMITTEE:** D. SMITH

The Departmental Review Committee will screen all research projects involving human subjects and make a determination about whether it falls into the exempt category. All exempt research must be documented using Form A (included in the *Guidelines*), which is sent to the Office of Research after appropriate approvals have been obtained.

9. **KME:** ELLIOTT-ADVISOR, S. BROWN

10. **LIBRARY LIAISON:** LE BORNE

Book and journal purchases; organize departmental library

11. **MATH 1000 & EMPORIUM COORDINATOR:** BRYANT
12. **MATH CLUB:** LE BORNE
13. **MATHEMATICAL COMPETITIONS:** LIU, NORDEN  
Responsible for arranging for a suitable examination room and making available relevant details available to interested students. **PUTNAM EXAM** – NORDEN, **AMC CONTEST** – LIU, **VA. TECH.** – LIU
14. **NOMINATIONS:** LE BORNE\*, O’CONNOR, D. SMITH
15. **PROMOTION:** NORDEN\*, LE BORNE, LIU, SHIBAKOV, D. SMITH
16. **RADICAL TIMES:** S.BROWN, O’CONNOR, PEAVYHOUSE
17. **SCHOLARSHIPS AND AWARDS:** LIU\*, BRACHEY, CHAMBERS, DAVIS, VEERAPEN, NARIMETLA  
Select awardees for scholarships and other departmental awards such as the Dunavin Scholarship, R. H. Moorman Memorial Award, the S.A. Patil Mathematics Award, the Volpe Scholarship, the Grateful Heart Scholarship, and make nominations for, e.g., Who’s Who, etc.
18. **SUMMER SCHOOL PRIORITY:** O’CONNOR\*, HETZEL
19. **STANLEY DOLZYCKI SCHOLARSHIP COMMITTEE:** DAVIS\*, MILLS, VEERAPEN
20. **TMTA MATH CONTEST:** LIU\*, NORDEN, O’CONNOR, MAYBERRY, PEAVYHOUSE
21. **WEBPAGE UPDATES:** MAYBERRY, MILLS

#### 2019-2020 Course Committees

1010.....	Norden*, Bryant, Elliott
1130.....	Daniels* (Coord.), S. Brown, Harden
1410-1420.....	Elliott*, H. Anthony (Resource Person), Rogers, W. Smith
1530.....	S. Brown, W. Smith
1630-1830.....	Gandhi*, Daniels, Elliott
1710-1720-1730.....	Brachey*, Elliott, Gandhi, Z. Brown
1845.....	Brachey*, S. Brown, Davis, Narimetla
1910-1920-2110.....	Le Borne*, Narimetla, Norden, O’Connor
2010.....	Shibakov*, Brachey, Chambers, Le Borne, Veerapne
3400.....	Hetzel, Norden
2120-4510.....	Liu*, Davis, Narimetla, O’Connor
All Other Statistics.....	D. Smith*, Allen, S. Brown, Machida, Poudyal
6000 Level Applied Math.....	O’Connor*, Davis, Liu (Anyone teaching 6000 level applied math course is going to pick out his or her own book for the remaining 6000 level math courses.)
All other courses.....	The current or most recent instructor

\*denotes committee chair