

**CEOAS COMMITTEES**

February 2017

**COLLEGE LEADERSHIP TEAM (CLT) (Replaces the CAC)**

CHAIR: Dean

EX OFFICIO: Business Director, EA

MEMBERSHIP: Associate Deans, OCCRI, MRM and ESUP Directors, and heads of discipline groups (with backups as needed).

The College Leadership Team (CLT) focuses on strategic matters involving research and academic programs. The CLT is chaired by the Dean and meets every 4 weeks. The purposes of the CLT are:

- To discuss the status and future of the College, with respect to its fundamental mission of research, education and engagement, and to formulate recommendations to the Dean and Associate Deans that implement the College's vision and mission.
- To convey information from the College administration to the Associate Deans and Faculty and vice versa, regarding the College, its operations, and its future.
- To develop task groups or ad hoc committees, as needed, to explore specific issues in depth and make recommendations for future action.

The minutes of CLT meeting will be available to the entire CEOAS community, with the exception of information that is sensitive or must remain confidential.

**COLLEGE OPERATIONS TEAM (COT) (Replaces the CAC)**

CHAIR: Dean

MEMBERSHIP: Associate Deans, Development, Alumni Relations, Facilities, IT, Publications/Communications, Business, Ship Operations, EA

The College Operations Team (COT) focuses on supporting the college's current operations and strategic vision. The COT is chaired by the Dean and meets every 4 weeks. The purposes of the COT are:

- To advise the Dean and Associate Deans on matters concerning implementation of the college's fundamental mission of research, education and engagement.
- To convey information from the College administration to the COT regarding the state of operations and budgetary constraints
- To develop task groups or ad hoc committees, as needed, to explore specific issues in depth and make recommendations for future action.

The minutes of COT meetings will be available to the entire CEOAS community, with the exception of information that is sensitive or must remain confidential.

**EXTERNAL ENGAGEMENT COMMITTEE (Replaces the Development and Alumni Relations Committee)**

CHAIR: Dean

EX OFFICIO: Development Officer, Alumni Relations Officer, Rep. from Publications Office

MEMBERSHIP: Each discipline (POA, OEB, G&amp;G, GEM) selects one representative; each program (OCCRI, MRM, ESUP) selects one representative; and one graduate student representative.

The purpose of the External Engagement Committee is to connect CEOAS to the community of students (i.e., the next generation of scientists), incoming faculty, supporters, and stakeholders through development of content and material (electronic, print media, presentations) that is accessible, informative, and inclusive. The overall goal is to attract and engage stakeholders that include new students from diverse backgrounds, interested and concerned citizens, alumni, and potential donors. The committee will be an integral part of a strategic planning process that includes realistic development goals and identifies pathways to broaden our base of support. The committee will meet quarterly.

### **EXTERNAL AWARDS (Faculty & Staff) COMMITTEE**

**CHAIR:** Self-selected by committee members

**MEMBERSHIP:** Each discipline group selects one representative; one grad student representative; Emeritus faculty appointed by the Dean representing a range of disciplines.

Seek out and coordinate nominations for various OSU and external awards, such as AGU Fellows, etc. and coordinate nomination of internal awards including university awards and college level awards. Maintain a list of awards. The committee will meet 3-4 times per year, as nomination opportunities require.

### **FIELD CAMP COMMITTEE for GEOLOGY**

**CHAIR:** Self-selected by committee members

**Members:** all faculty who participate in teaching Geology Field Camps.

To coordinate and operate the undergraduate field school GEO 295/495 and the Mitchell Field Station and the mobile field station, the R/V Doc Wilkinson.

### **GRADUATE ADMISSIONS TEAM (GAT)**

**CHAIR:** Director of Graduate Student Services and Development

**MEMBERSHIP:** 1 OEAS/MGG, 2 OEAS/OEB, 2 OEAS/POA, 1 Geology, 2 Geography, MRM Program Head. All graduate student service support staff.

This committee is the interface between College faculty and the Graduate Student Programs Office with regard to graduate student admissions, progress, and graduation. It supervises the faculty evaluation of applications, informs the Graduate Student Programs Office about admissions decisions, coordinates faculty reports on the academic progress of students, and makes recommendations to the Dean.

Within each curricular group, the faculty members appointed to this committee also serve as the resource people for students in that specialty. These advisors respond to specialized discipline-related inquiries from prospective students, keep track of graduate student applications circulating for review, assist with the new student Open House and other visits of prospective students, and serve as ombudsmen for the students in their group. These faculty advisors will not act in lieu of members of a student's Graduate School Committee. Members will also convene an annual meeting of the discipline group to assess the progress of each graduate student in the group.

**GRADUATE PROGRAM COMMITTEE (GPC)**

**CHAIR:** Associate Dean for Academic Programs

**MEMBERSHIP:** Heads of each graduate program (Geography, Geology, OEAS and MRM or designated substitute) and OEAS faculty representatives, as many as 1 each from PO, ATS, MGG, and OEB; Director of Graduate Student Services and Development; a member of graduate student service support staff; course scheduling staff member; a graduate student member; and the college graduate council representative.

The charge of the Graduate Program Committee is strategic development of the graduate programs in CEOAS, from recruitment to graduation, in support of the CEOAS vision and mission. The committee provides input to the College Advisory Committee, the dean, and the university graduate council. The Graduate Program Committee will coordinate with the Graduate Admissions Task-Force, which oversees the graduation admissions process.

Tasks of the graduate program committees are:

- Recruitment strategy
- Calendar and content of incoming student orientation
- Review and feedback regarding graduate program changes, including course proposals
- Review the content of the graduate handbook (including discipline exams, programmatic course requirements, grievance procedures, and so on)
- Consideration of student and alumni data relevant to program development an assessment
- Graduate program assessment, including exit interviews
- Review results of student progress reports
- Identification of college-level graduate award recipients
- Facilitate information flow and feedback between CEOAS and the university graduate council.

The committee will meet approximately twice per quarter.

**GRADUATE STUDENT COMMITTEE (GSC)**

**CHAIR:** Self-selected by committee members

**MEMBERSHIP:** Director of Graduate Student Services and Development (Robert Allan facilitates membership). Two grad student representatives from each discipline recommended.

The Graduate Student Committee provides direct communication between the Dean and the graduate student body of the College, which represents students in all of the disciplines. Graduate students in CEOAS may bring issues concerning operation of CEOAS (policies, etc.) to the attention of the GSC through any of its members. The Dean and Associate Deans meet with the Committee to seek student input on matters concerning CEOAS and graduate student welfare. Chair: organizes and manages members of GSC, termly meetings, and meetings with Deans, assists with event organization and CEOAS Advisory Board.

Vice Chair: assists Chair and spearheads the website/social media duties.

Secretary: in charge of meeting minutes and aid to Chair and Vice-Chair.

Merchandise/Gear: organize merchandise ordering and sales.

Community Service: organize MLK day of service with three community organizations. Social

Activities Coordinator: promote student community and organize term social events. Travel

reimbursement/awards: calls for nominees for faculty awards and chooses recipient with Director of Graduate Student Services and Development.

CEOAS Board of Advisors (BOA): organizes GSC with the BOA functions in Fall and Spring with focus on career development.

### **UNDER GRADUATE PROGRAM COMMITTEE (UPC)**

**CHAIR:** Associate Dean for Academic Programs

**Required MEMBERSHIP:** five undergraduate program and option heads, and program directors (Director of Environmental Sciences, Head of Geography, Head of Geology, and Head of Ocean Sciences and Head of Climate Sciences); UG GIS certificate advisor; head undergraduate advisor or designee; experiential learning coordinator; e-campus coordinator; staff member from undergraduate program support; the administrative assistant in charge of curriculum changes and schedule of classes; and graduate student rep.

The function of the undergraduate committee is to oversee the undergraduate experience in CEOAS from recruitment to graduation in keeping with the CEOAS strategic plan. In substantive matters of curriculum, the UPC will make recommendations to the College Advisory Committee.

The UPC will:

- review of undergraduate course proposals for college-level approval
- review of curriculum proposals
- undertake strategic planning for development of undergraduate academic programs (degrees and certificates and minors)
- review the schedule of undergraduate courses and sequences; identify bottlenecks to degree progress
- consult on effective undergraduate advising
- advise on strategies for recruitment of undergraduate students
- attend to developing curricula that link with community colleges to facilitate transfers
- select awardees for college-wide undergraduate awards
- advise on undergraduate classroom facilities and equipment needs
- invite ad-hoc members to consult, or to act as a task force, when additional expertise needed

The committee will meet approximately every other week during academic year.

### **PEER REVIEW OF TEACHING COMMITTEE (PRT)**

**CHAIR:** Appointed by Dean

**MEMBERSHIP:** ELECTED BY DISCIPLINE GROUP. Two teaching faculty members from each discipline group required (preferably reviewed within last 5 years). Additionally, junior faculty who will be reviewed in the following year may be asked to participate.

Teaching and student advising performed by each faculty member who has these responsibilities will be evaluated by peer review once every five years or the year prior to promotion. The PRTC has been directed to conduct these reviews in accordance with the CEOAS Policy Statement. The PRTC will oversee and coordinate the review process. For each faculty member whose teaching is to be evaluated that year, the Chair will select a two-member sub-panel to carry out the review. It is expected that each sub-panel will contain one member knowledgeable in the subject matter of

the course. The Chair of the PRTC will provide the Dean and Associate Dean of Academic Programs with a written report of its findings and recommendations after the last review of the year.

### **PROMOTION AND TENURE COMMITTEE (P&T)**

CHAIR: Appointed by Dean

MEMBERSHIP: VOTING MEMBERS ARE ELECTED BY DISCIPLINE GROUP. **Two full professors** from each discipline group are required; non-voting members are appointed by Dean; two-six graduate student members (depending on number of candidates). Student members are selected by Director of Graduate Student Services and Development.

- Independently evaluate each candidate's materials and external review letters.
- Voting members will provide recommendation to the Dean regarding promotion and/or tenure.
- Grad Student participation on the Promotion and Tenure Committee is limited to the evaluation of instructional performances and they are not voting members of the Committee.

### **PROMOTION COMMITTEE: Faculty Research Assistant (FRA/SFRA)**

CHAIR: Appointed by Dean

MEMBERSHIP: MEMBERS ARE ELECTED BY DISCIPLINE GROUP, two members from each discipline group required. Can be elected from the rank of Professor and Senior Research (Full, Associate, or Assistant), Research Associate, or Instructor.

Independently evaluate each candidate's performance and provide recommendation to the Dean for promotion to Senior Faculty Research Assistant I and Senior Faculty Research Assistant II.

### **SAFTEY ADVISORY GROUP (formally SAFETY COMMITTEE – revised 02-2017)**

CHAIR: Self-selected by committee members

EX OFFICIO: Facilities & Operations Manager, Warehouse Coordinator

MEMBERSHIP: One representative from each discipline; one grad student member; one RAFRA rep.

The Safety Advisory Group's functions are to encourage a safe work environment and safe work practices in CEOAS labs, shops and field activities. It does this primarily through the distribution of information on university policies and best practices, emergency planning and operations and coordination of educational safety programs offered by the university.

### **SEMINAR SERIES COMMITTEE**

CHAIR: Self-selected by committee members

MEMBERSHIP: One representative from each discipline; one grad student representative; Executive Assistant to the Dean.

Overall planning for the Frontiers series, the Dole lectures, and the Condon lecture, the new Distinguished Visiting Lecturer series. Coordinate with Executive assistant to host and advertise the event. Help coordinate discipline seminar series (POA, OEB, G&G, GEM).

**SHIP OPERATIONS COMMITTEE**

CHAIR: OSU UNOLS representative; appointed by the Dean.

EX OFFICIO: Dean, Associate Dean for Research, Marine Superintendent and Marine Technician Superintendent.

MEMBERSHIP: A minimum of one representative from each marine discipline; one grad student member; one RAFRA representative; a representative of the small boat user community outside of CEOAS, a representative from the Coring facility, and a HMSC representative.

The Ship Operations Committee provides guidance to the Marine Superintendent and Marine Technician Superintendent with regard to:

- How CEOAS-operated Research Vessels (R/V OCEANUS, R/V ELAKHA, and other acquired vessels) and the Marine Tech program can best meet the needs of users engaged in oceanographic research and education.
- Improvements or needed upkeep in ship outfitting including scientific instrumentation, deck gear, safety equipment, etc.
- Desired new equipment for inclusion in the annual Instrumentation and Shipboard Scientific Support proposal or other equipment proposals
- Guidance for other field related resources such as cruise gear, small vessels etc. in terms of, usage, scheduling and operations.
- Oversight of vessel operation and staffing policies with a view to the future.
- Feedback about how things are going and input as to what doesn't work and what does.

**STRATEGIC HIRING COMMITTEE (SHC)**

Not functioning for 2017-2018. Replaced by Strategic Planning Committee

CHAIR: Selected from the group

MEMBERSHIP: Associate Dean for Academic Programs; Associate Dean for Research; Programmatic representation, one from each of Environmental Sciences, Geology, Geography, Marine Resources Management, and OEAS, and two from each of the CEOAS discipline groups GEM, G&G, OEB and POA.

The Strategic Hiring Committee will make recommendations regarding faculty hires for the College. The SHC will examine hiring priorities of discipline groups and programs, as established by research directions and academic program needs, and evaluate these relative to the College's strategic plan. The SHC will meet twice per year.

**STRATEGIC PLANNING COMMITTEE (SHC) new for 2017-2018**

CHAIR: Associate Dean for Strategic Initiative

MEMBERSHIP: one representative from each discipline group and MRM.