CEOAS COMMITTEES

Development & ALUMNI RELATIONS COMMITTEE
CHAIR: Self-selected by committee members
MEMBERSHIP: Each discipline selects one representative

Lead CEOAS in creating a healthy development ‘culture’ and in improving our alumni relations. Write a strategic plan for significantly increasing our development capacity in the short term (one year) and medium term (a few years). Review and recommend realistic development goals out to 10 years, including addition of an earth science building. Assist in broadening our fundraising base.

EXTERNAL AWARDS (Faculty & Staff) COMMITTEE
CHAIR: Self-selected by committee members
MEMBERSHIP: Each discipline selects one representative; one student representative

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.

COLLEGE ADVISORY COMMITTEE (CAC)
CHAIR: Dean
EX OFFICIO: Associate Deans and CIOSS, OCCRI, MRM and ESUP Directors
MEMBERSHIP: Each discipline selects two primary and one alternate representatives, one member of the Senior Research professorate, the chair of the GSC, and representatives from the classified staff, the professional faculty, and the technical staff (one representative from each group plus an alternate).

The College Advisory Council (CAC) focuses on strategic issues facing the College, and it may form ad hoc task groups as necessary to explore specific issues in more detail. The CAC is chaired by the Dean and meets every 4-6 weeks. The purposes of the CAC are:

- To advise the Dean and Associate Deans on such matters concerning the operation of, or planning for the future of, the College as are brought to the committee’s attention by the Dean or Associate Deans, or by the professorate, students, and staff (e.g., budget, hiring strategy, management issues, etc.)
- To convey information from the College administration to the professorate, students, and staff and vice versa regarding the College, its operation, and its future.
- Task groups or ad hoc committees will be developed under the umbrella of the CAC, as needed, to explore specific issues in depth.

FIELD CAMP COMMITTEE
CHAIR: Self-selected by committee members
MEMBERSHIP:
To coordinate and operate the undergraduate field school GEO 295/495 and the Mitchell Field Station.
GRADUATE ADMISSIONS COMMITTEE (GAC)

Chair: Self-selected by committee members
Ex officio: Director of Student Development Office; Student Affairs Coordinator
Membership: Each discipline selects two representatives, one interdisciplinary representative.

This committee is the interface between College faculty and the Student Programs Office with regard to graduate student admissions, progress, and graduation. It supervises the faculty evaluation of applications, informs the 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 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. Each major professor is fully responsible for his or her student’s academic programs. Members will also convene an annual meeting of the discipline group to assess the progress of each graduate student in the group.

INSTRUCTIONAL PROGRAMS and UG INSTRUCTIONAL COMMITTEE (IPC / UPC)

Chair: Associate Dean for Academic Programs
Ex officio: Program directors for MRM, WRGP, program coordinators for Earth Sciences and Environmental Sciences undergraduate majors
Membership: Each discipline group selects two faculty and one student representative

This committee is the primary interface between the College faculty and the administration with regard to academic requirements, delivery and assessment of instructional programs. It is supported by the Student Programs Office. The IPC has a subset of members who act as undergraduate IPC. The U-IPC membership is Earth Science program heads, Environmental Science program head, head undergraduate advisor, an e-course representative, and an ATS representative. U-IPC concentrates on responsibilities related to undergraduate programs specifically. Specific IPC responsibilities are:

- **Course and Curriculum Proposals.** IPC discipline representatives (1) facilitate discussion within their discipline group on any needed revisions in the discipline’s course offerings; (2) see that any proposed changes in courses are reviewed and approved by their discipline group before forwarding them to the IPC for review, approval, and submission to the University through the course and program approval process. Discipline curriculum requirements to be enforced by the College follow the same route.

- **Schedule of Classes.** The discipline representatives are responsible for facilitating discipline group review of what courses are to be offered in the next academic year, who will teach them and when. The discipline representatives present the schedules proposed by the discipline groups to the IPC for final scheduling and coordination. The Student Programs Office then submits the schedule of classes to the Registrar’s Office and determines classroom assignments.

College-level review and approval functions of the IPC:
• **College-Level Graduate Requirements.** The IPC initiates or reviews faculty proposals for core course requirements, grade level requirements, College academic standards or degree requirements involving courses. This information is updated annually by the Student Programs Office in the College Graduate Student Handbook.

• College-Level Undergraduate Requirements. The IPC reviews proposals for changes in undergraduate degree requirements which may be initiated in discipline groups or by programs.

• **Assessment.** The IPC is responsible for assessment of courses and programs, which constitutes essential input to the Associate Dean’s annual report to the University Office of Academic Affairs.

Policy and standards functions of the IPC:

• The IPC reviews and makes recommendations to the Dean on all policy and standard questions related to formal instruction in the College as they emerge or at the request of the Dean.

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

**Chair:** Appointed by Dean  
**Membership:** Elected by Discipline Group

Teaching and graduate 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 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; non-voting members are appointed by Dean; two-six student members (depending on number of P&T candidates)

The Promotion and Tenure Committee will:

• Independently evaluate each candidate’s performance and recommend promotion and tenure action.

• Initiate the candidate’s review for promotion and tenure and independently evaluate the materials in the dossier.

• Recommend either for or against the candidate’s promotion and/or tenure.

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.

**SAFETY COMMITTEE**

**Chair:** Self-selected by committee members  
**Ex Officio:** Facilities & Operations Manager, Warehouse Coordinator  
**Membership:** One representative from each discipline; one student member; one RAFRA rep.
The Safety Committee’s function is to maintain a safe work environment and encourage safe work practices. The Committee conducts yearly safety inspections of each CEOAS building, area and facility.

SEMINAR SERIES COMMITTEE
CHAIR: Self-selected by committee members
MEMBERSHIP: Each discipline selects one representative; one student representative

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 and 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: Two representatives from each discipline; two student members; one RAFRA representative; PISCO representative (zoology) and 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 WECOMA and R/V ELAKHA) and the Marine Tech program can best meet the needs of the College and oceanographic research.
- Ship outfitting including scientific instrumentation, deck gear, safety equipment, etc.
- Desired equipment for inclusion in the annual Instrumentation and Shipboard Scientific Support Equipment proposals.
- Oversight of vessel operation and staffing.

The Committee will provide:
- Oversight with a view to the future.
- Feedback about how things are going and input as to what doesn't work and what does.

STRATEGIC PLANNING COMMITTEE (SPC)
CHAIR: Associate Dean for Research
MEMBERSHIP: Each discipline group selects two representatives; one student representative

“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."

GRADUATE STUDENT COMMITTEE (GSC)
CHAIR: Self-selected by committee members (Robert Allen facilitates)
MEMBERSHIP: Two student representatives from each discipline
The Student Advisory 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. Members will be selected and serve on a calendar year basis beginning January 1.
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 Student Development.
CEOAS Board of Advisors (BOA): organizes GSC with the BOA functions in Fall and Spring with focus on career development.