

2007-2008 FACULTY COMMITTEE ASSIGNMENTS

1. **AD HOC GROUP TO INVESTIGATE/DEVELOP BS-MS FAST TRACK PROPOSAL:** NORDEN, SMITH
Group will expand with “volunteers” from curriculum and graduate committees.
2. **ADA** (Americans with Disabilities Act) O’CONNOR*
To facilitate interaction between faculty and the ADA office.
3. **ADVISING:** HETZEL-All Freshmen, ABLAMOWICZ, ALLEN, GUTEK, MCHENRY, MILLS, D. SMITH
NORDEN– Graduate Student Advisor
To advise all undergraduate mathematics majors; one advisor for all freshmen and several advisors for other majors.
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 Students Mathematics Teaching Award and the Stanley Dolzycki Memorial Scholarship Award.
4. **COLLEGE ALGEBRA:** ABLAMOWICZ-COORD., CHAMBERS, ELLIOTT, GANDHI, HARDEN, NARIMETLA
5. **COMPUTER RESOURCES:** NORDEN *, R. LE BORNE , ALLEN, NARIMETLA, MACHIDA
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. The committee is responsible for recommending to the chair how to staff, promote the use of, run, and to update (as necessary) the BR 305 Computer Lab. It is also responsible for preparing technology and three-year plans and deciding what to do with obsolete equipment.
6. **CURRICULUM:** SMITH*, SAVAGE, ABLAMOWICZ, CHAMBERS
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 they have been approved 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.
7. **GRADUATE:** NORDEN*, ALLEN, O’CONNOR, SHIBAKOV, S. LE BORNE, D. SMITH, MACHIDA, LIU
 - 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 which includes 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.
8. **HUMAN SUBJECTS REVIEW COMMITTEE:** ABLAMOWICZ*, ALLEN
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. **INTEGRATION BEE:** R. LE BORNE*, MACHIDA, SAVAGE, NARIMETLA, ELLIOTT, LIU
10. **KME:** HETZEL-ADVISOR
11. **LIAISON WITH OTHER DEPARTMENTS:** O’CONNOR*, THURMAN, R. LE BORNE, MACHIDA, SHIBAKOV, S. LE BORNE
To find out what courses other departments need for us to offer to better serve their curricula. This will include advising the Chair as to which semesters and what times these courses need to be offered; making sure that other departments are informed about events taking place in the Mathematics Department that might be of interest to their faculty and students.

12. **LIBRARY LIAISON:** S. LE BORNE*, R. LE BORNE,
Book and journal purchases; organize departmental library
13. **MATH CLUB:** CHAMBERS
14. **MATHEMATICAL COMPETITIONS:** NORDEN, LIU
Responsible for arranging for a suitable examination room and making available relevant details available to interested students. **PUTNAM EXAM** – NORDEN, **AMC SCHOOL CONTEST** – LIU, **VA. TECH.** – LIU
15. **PRE-CALCULUS:** R. LE BORNE*, ELLIOTT, GANDHI, NORDEN
Primary responsibility of these committees is to select textbooks for departmental course offerings and to prepare syllabi for these courses.
16. **RADICAL TIMES:** O'Connor, Savage, Shibakov
17. **RECRUITMENT AND RETENTION:** O'CONNOR*, NORDEN, MILLS, CHAMBERS, ALLEN
Should promote and assist in recruitment of undergraduate students. Primary objective would be to maintain steady effort in recruitment.
18. **SCHOLARSHIPS AND AWARDS:** MILLS*, LIU, GANDHI, GUTTEK
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.
19. **SEARCH COMMITTEE FOR INSTRUCTOR POSITION:** O'CONNOR*, ELLIOTT, NARIMETLA, S. LE BORNE, HETZEL
20. **SPECIAL/SOCIAL EVENTS:** R. LE BORNE*, SAVAGE, S. LE BORNE
Organize annual faculty picnic, trips for faculty and students, and other social events; arrange for invited speakers; flower fund.
21. **STANLEY DOLZYCKI SCHOLARSHIP COMMITTEE:** NORDEN, MILLS, JADWIGA DOLZYCKI, ABLAMOWICZ
22. **STATISTICS:** MACHIDA*, MCHENRY, ALLEN, D. SMITH
Responsible for statistics course offerings and textbook selection and syllabi preparation.
23. **TMTA MATH CONTEST:** MILLS*, THURMAN, LIU, NARIMETLA, ELLIOTT
24. **WEBPAGE GROUP:** MACHIDA*, NORDEN, NARIMETLA, SHIBAKOV, GUTTEK

2007-2008 Course Committees

1010.....	Savage*, Elliott, Thurman
1130.....	Ablamowicz (Coord.), Chambers, Gandhi, Harden
1410-1420.....	Thurman*, Elliott
1630-1830.....	Gandhi*, McHenry, Ablamowicz
1710-1720-1730.....	R. Le Borne*, Elliott, Gandhi
1910-1920-2110.....	R. Le Borne*, Norden, O'Connor, Thurman, Narimetla
2010.....	Shibakov*, Ablamowicz, R. Le Borne, S. Le Borne, Machida
2610-3400.....	Savage, Mills
2120-4510.....	Liu*, O'Connor, Ablamowicz, S. Le Borne, Narimetla
All Statistics.....	Machida*, McHenry, Allen, D. Smith
6000 Level Applied Math.....	O'Connor*, 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