Draft List of Departmental Committee Responsibilities (1/6/2015)

Graduate Committee -

- Oversees graduate academic life and student progress in the department
- Manages initial orientation of newly matriculated students
- Collects and reviews student progress reports, and provides feedback to students and advisors
- Administers and oversees grading of preliminary exams at least twice a year
- Coordinates ESCI 403 and 404 each year
- Reviews and updates graduate guidelines for thesis MS and Ph.D. students
- Assists in assigning TA responsibilities (this used to be the case)
- Reviews the graduate program and requirements annually
- Makes recommendations to the faculty for changes to above, if any
- Coordinates with accreditation committee (see Undergraduate Committee)
- Oversees updates to departmental and Rice GA pages to reflect changes

Graduate Advisor duties are spelled out in the graduate guidelines and beyond, e.g.,

- Orients newly matriculated students about graduate program, deadlines, etc.
- Clarifies requirements and options available to students
- Assigns student's thesis and examination committee members
- Approves thesis and thesis proposal drafts (?)
- Assists in resolving student-advisor disputes, etc. (how to say this if at all)
- Interfaces with Office of Graduate Studies to ensure complying with university requirements

Graduate Admission Committee

- Oversees selection of graduate students for admission to thesis MS and Ph.D. programs
- Informs faculty about applications & deadlines
- Reviews applicant pool and makes recommendations to faculty
- Approves selected students, and ensures acceptance letters sent on-time
- Fulfills university and departmental paperwork for student admissions

Graduate Ombudsman (You know better than me)

Transfer Credits - Reviews and approves (or rejects) student requests for transfer credits, within university (registrar's) guidelines.

Student Awards

- Solicits nominations from faculty for student awards
- Distributes relevant student records to faculty to help with decision making
- Reviews nominations and student records to recommend awards (to be approved by faculty?)

Undergraduate Committee (Should this be one committee, with sub-committees; note I think Undergrad curr committee should be a standing committee)

<u>Undergraduate Advisor(s)</u>

- Meets with undergraduates to provide information about ESCI degree programs
- Approves major declarations, and directs to undergraduate coordinator
- Advises and reviews undergraduate course plans, ensures students are meeting requirements
- Coordinates with undergraduate curriculum committee
- Verifies ESCI degree requirements implemented into (Registrar) Degree Works
- Approves graduation paperwork (I don't know what this is called)

<u>Undergraduate Curriculum Committee</u> (Dale used to do this; makes sense to formalize)

- Reviews and updates undergraduate degree programs and requirements annually
- Solicits input from faculty about new and expired course offerings to update degree requirements
- Makes recommendations about revisions to course offerings, content, or programs
- Clarifies course pre-requisites, cross-listing, etc.
- Updates departmental and Rice GA pages to reflect changes
- Coordinates with rest of undergraduate committee

Introductory Course Coordinator

- Oversees number and frequency of 100- and 200-level courses offered each year
- Balances offerings to match supply of instructors with student demand
- Coordinates with rest of undergraduate committee about course offerings

Senior Honors Thesis Committee

- Oversees honors thesis program, soliciting and reviewing applications, etc.
- Organizes and runs senior honors thesis seminar
- Serves on honors thesis candidate's committees
- Evaluates candidates' progress throughout program
- Reviews and assesses honors thesis program, and recommends modifications
- Recommends honors thesis candidates for Criteria for Distinction in Research
- Updates departmental and Rice GA pages to reflect any changes

Accreditation Committee

- Coordinates with undergraduate and graduate committee to document programs
- Interfaces with Office of Institutional Effectiveness to provide supporting documents

Professional Masters Committee (You should fill in)

Field Trip Committee (Do we need two committees? Add Type Locale FT here?)

- Oversees departmental field trip activities
- Develops field trip policies, e.g., health and safety, etc.
- Recommends and organizes Rice Type Locale Field Trips (so membership changes each year?)

Computation Committee

- Oversees departmental computing facility
- Serves as contacts for departmental systems administrators
- Reviews departmental computing hardware needs, both HPC and desktop
- Maintains software for departmental research and course use
- Recommends updates or modifications to departmental computing facilities
- Coordinates with university IT as needed

Website Committee

- Oversees departmental website and instructs staff who maintain it
- Recommends updates and modifications to website, and oversees implementation

Seminar Committee

- Solicits names of potential speakers from faculty
- Selects balance of speakers
- Extends invitations and schedules into seminar schedule
- Organizes hosts (both faculty and student)
- Provides schedule and contact info to staff coordinator

Newsletter Committee

- Solicits suggestions about content from members of the department
- Solicits articles and other pieces for newsletter
- Oversees layout, production, and distribution of newsletter

Strategic Planning Committee (You should fill in)

Wiess Visiting Professor Committee

- Solicits nominations from faculty for future Wiess Visiting Professors
- Evaluates nominations and makes recommendations to the faculty
- Oversees invitations and logistical arrangements for selected candidates

Wiess Postdoctoral Search Committee

- Solicits applications from prospective postdocs (advertising, etc.)
- Evaluates applications and makes recommendations to the faculty
- Oversees offers to selected candidates

IRESS Committee (You should fill in)