

BB Committee Organization and Charges –for 2022-23
Draft 7/11/22

Executive (1 biophysicist and 1 biochemist; need to elect two members this Sep to replace Fritz and Dave)

Undergraduate Coordinator and Office Manager (currently Kari and Tony) as standing members

xxx (Fall 2022-Summer 2024)

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- Act as counsel to the Chair including help with special or urgent matters
- Assist with annual reviews of faculty
- Plan annual Fall retreat
- Oversee any departmental reviews of the Chair
- Work with chair to engage department in strategic planning
- Organize quarterly Science talks
- Plan annual Christmas party

Undergraduate coordinator

Kari van Zee (thru Fall 2023)

- Carry out undergraduate program-related duties (see appendix for details)
- Work with the department head on teaching assignments of grad and undergrad classes

Undergraduate Programs (4-5 faculty)

Kari van Zee (Chair, *Lead Advisor*)

Victor Hsu

Lauren Dalton

Kate Shay

Juan Vanegas

Alysia Mortimer

Focus areas include:

- Facilitate undergraduate curriculum design and initiatives
- Coordinate program assessment
- Award undergraduate scholarships and undergraduate research funding (CURE)
- Develop recruiting and advising strategies
- Oversee the Biochemistry Club, Peer Mentoring and Major Groove/Active Site programs
- Lead strategic planning for teaching infrastructure needs
- Develop strategies for growing developing, marketing extended-campus offerings.
- Coordinate strategies for undergraduate research/training proposals, REUs, existing grants with undergraduate institutions, etc
- Guide the ASBMB -OSU student chapter
- Plan fund raising events during the year

Graduate Program (4-5 academic or affiliate faculty + one grad student)

Colin – Chair- curriculum, graduate program assessment and exit surveys, develop position descriptions

Maca - mentoring graduate students (graduate coordinator), professional development, advising BB Graduate Student Association

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Afua - GTA training, GTA teaching assignments, and guiding the Biophysics Chapter

Maca, Nathan, and grad student (Rachel/Brittany) - recruiting (attending conferences, arranging seminar talks at PUI, emailing brochures to undergrad advisors, etc.), organizing recruiting visits

Phil - graduate student awards (recruitment awards, OSU, state and national awards), Accelerated Masters Program coordinator, and updating graduate student handbook

All: organize end of the year awards and celebration

Focus areas include:

- Develop policies related to graduate curriculum and program assessment
- Recruit graduate students and oversee admissions
- Nominate students for internal scholarships and select nominees
- Nominate students for campus-wide and statewide awards
- Implement procedures for graduate student reviews
- Guide the BB Graduate Student Association
- Guide the Biophysics Chapter

Space/Building

Michael Freitag (Chair)

Maria Franco

Afua Nyarko

Standing members

Tony Reyna –Building representative

Kimberly Webster —safety officer

Yu Zheng—department safety coordinator

Focus areas include:

- Consider faculty requests for space and make recommendations to the Head
- Act as counsel to the Head in space matters
- Oversee organization of common prep rooms/cold rooms
- Prepare an updated list of core equipment

- Plan safety and emergency notifications (weather and non-weather related)
- Act as liaison between the department and the building manager
- Support Office Manager with equipment asset inventory
- Enforce outreach safety compliance

Core facilities and equipment

Patrick Reardon (Chair)

(Core facility directors: Nyarko, Cooley, Hokanson, Franco, Reardon)

- Oversee development of policies and maintenance for core facilities and equipment
- Organize tour of facilities for guests and grad recruiting
- Plan and submit RERF and external funding for instrumentation
- Prepare training workshops or Methods course modules
- Implement a fee structure

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Promotion/Tenure and Award Nominations

Andy Karplus (Chair)
Tory Hagen
Ryan Mehl

Focus areas include:

- Work with the Head to ensure that junior faculty have mentoring resources (TT and Instructors)
- Examine requests for appointments in the Dept. (e.g. Courtesy Faculty, Senior Research Faculty) and make a recommendation to the Head
- Manage the 3rd year review process for TT faculty
- Oversee the compilation of promotion and tenure dossiers for review and evaluation including student and external reviewer letters
- Oversee the departmental evaluation of and voting on P&T cases
- Appoint Faculty Peer Teaching Review Teams
- Ensure availability of mentoring networks and resources for mid-career faculty
- Call for self-nomination and finalize nomination packages for department members for COS, campus-wide and national awards

Alumni relations/fundraising

Adrian Gombart (Chair)
Victor Hsu
Juan Vanegas
Kimberly Webster
Justin Hall: Alumni representative
Grad students: GSA outreach coordinator and activities chair.

Focus areas include:

- Develop departmental newsletters and possible other ways of connecting with alumni and friends
- Increase visibility of BB across the campus and region to enhance recruitment and philanthropy
- Guide and plan of special events for alumni participation.
- Interact with the foundation

Website and social media and community outreach

Dave Hendrix (Chair)
Kate Shay
Kimberly Webster
Grad student member

- Responsible for social media, twitter
- Responsible for updating the website, and gathering news
- Guide outreach activities that connect BB with the local community and area high schools (e.g. Nobel talk, PACE, Summer outreach camps)

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Seminar Coordinator

Ryan Mehl
Kimberly Webster
Grad student members: GSA seminar co-chair.

Focus areas include:

- Organize BB seminar series including both regular and named seminars. Will solicit speaker nominations from faculty and students, authorize invitations, and ensures that hosts are timely in advertising the seminar and creating a schedule
- Mentor graduate students regarding the seminars they host.
- Should be consulted by faculty making plans to arrange for special seminar speakers
- Oversee preparation of zoom invites and events updates on website
- Organize Grad students 3rd year seminar

EJI:

This committee is now merged with the school of life sciences, our liaison is Lauren Dalton + Grad student representative

Focus areas include:

- Represent the department in college-level work to develop and implement action plan for inclusive excellence in the College of Science
- Plan/organize a minimum of one EJI activity per year for the SLS community
- Develop strategies to actively recruit and support diverse undergraduate, graduate students, postdocs, and faculty
- Identify structural/systemic bias in our programs, policies and practices and lead efforts to make changes

Course coordinators, with faculty involvement

Afua Nyarko, Biophysics (48x series)
Tory Hagen, Biochemistry (49x series)
Phil McFadden, BB350, 450, 451
David Hendrix/Juan Vanegas, Computational BB/BMB (bridges both programs)
Lauren Dalton, MolBio, CellBio, NeuroBio
Colin Johnson, Grad curriculum
Kari van Zee, lab courses BB 315, BB 494 and BB 493 (support Nyarko)

- The course coordinators will be responsible for coordinating topics offered in the series, revamping where necessary and planning for assessment.

Grad and Undergrad Training Grants Planning, Directing and Submitting

Elisar Barbar
Alysia Mortimer
Jessica Siegel

**** Committee Chairs: Please contact mentors when asking students to serve on committees**

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Appendices

A. Executive Committee (1 biophysicist and 1 biochemist; elected)

Protocol from the Bylaws: “For selection, no formal nominations will be made. Each Academic Faculty member present will vote for two members. Any member receiving a majority of all votes cast is elected. If no majority is achieved on the first ballot, subsequent ballots are taken, with the voting being limited to the faculty members receiving the most votes in the previous balloting—the highest four if both seats are vacant, two if only one seat is vacant.”

B. Undergraduate Coordinator (assigned by Head; No supervisory duties)

- **Undergraduate curriculum oversight/development/assessment** (incl. Ecampus development)
 - ⊖ Identify need for course offerings, capacity, and frequency to support both BB and BMB majors as well as other majors taking BB courses.
 - ⊖ Coordinate discussions about development of new courses
 - Monitor and advance undergraduate course Cat 2 proposals, such as DPD class, updates to option electives
 - Help guide/support course coordinators
- **Monitor/recommend undergraduate advising needs/plans** (Head approves and supervises)
 - Keep Head in the loop about advising initiatives
- **Help Head with teaching assignments for following academic year** (in April-May timeframe)
 - Project what classes to offer when and how many sections and help with who teaches what
- **Monitor TA needs and w/ Graduate Program Coordinate organize assignments;** (Head approves and appoints)
- **Organize undergrad research support and scholarships**
summer CURE awards; possible during term support programs; promote possible REU grants and connections (w/ Fritz and Heritage)
 - Get quarterly reports on BB foundation accounts current use
 - CURE application announcement in Jan/Feb to BB faculty (not undergrads) coincide with SURE
 - Steward and promote Kevin and Indira Champion of Undergraduate fund, link up new Kevin&Indira web page
 - Develop undergrad scholarship pages on BB Dept. website (in progress)
 - Nominate undergrads for scholarships/awards (esp Goldwater; Honors college, ASBMB, etc)
 - Lead review of BB/BMB scholarship applications (Feb-March annually)
- **Exit surveys for graduating BB and BMB seniors**