

Academic Affairs Committee 9/11 meeting minutes

Present: Lemmon, Naylor, Plewa

1. Organizational

- committee Blackboard organization is active
- designed to keep track of current issues, upcoming speakers, etc.
- editable by the committee members (organization leaders); faculty can be added as guests, if needed

The committee charge includes organization of departmental seminars and development of tenure-track faculty. Both topics were discussed at length. In particular:

2. Departmental seminars

2.1 speakers

- the goal is to have a new speaker once a week
- presentations should have original (research-related) and educational value, should be accessible to our graduate students, and at least partially to our undergraduate students
- topics should resonate with the science interests of DSC informal groups and cover broad range of topics related to scientific computations
- suggestions of prospective speakers: DSC candidates, FSU candidates (COAPS, Physics, Geo sciences, Medicine, Biology, Engineering, Math, CS, etc.), external speakers, upcoming visitors

2.2 technical details

- review date/time
- cookies/tea/coffee
- support person to check equipment w/speaker, arrange for laser pointer
- travel costs reimbursement and lodging support
- seminar announcements procedure: seminar flyer (host arranges for title/abstract at least 3 weeks prior to the scheduled seminar data); announcement through the mailing list (verify), flyers posted at the DSC entrance and DSC website
- option for the seminar earning graduate students 1 credit hour
- use of personal laptops in the audience

3. Tenure-track faculty development

3.1 annual evaluations

- university service
- teaching, creating new courses
- research, grants: intra-DSC collaborations, FSU/external funding opportunities

- student supervision, reaching out to students: our personal web pages
- each tenure-track faculty should have a committee (of 2-3 tenured faculty) assigned to make sure (s)he is on track for tenure

3.2 promotion

- preparing your binder