

October 5, 2022

The School of Chemical, Biological, and Environmental Engineering has 14 committees:

1. Undergraduate Curriculum Committee
2. Graduate Curriculum and Assessment Committee
3. Graduate Recruitment and Admissions Committee
4. Faculty Status Committee
5. Scholarship and Fellowship Committee
6. Marketing and Recruitment Committee
7. Computer Committee
8. Continuing Education Committee
9. Awards Committee
10. ABET Committee
11. CBEE Building Committee
12. Safety Advisory Committee
13. Peer Teaching Committee
14. Diversity, Equity, and Inclusion Committee

Each committee must record the Meeting Schedule, Agenda for each meeting, and Meeting Notes for each meeting and save on the office drive (depot.engr.oregonstate.edu/office/CBEE) in the Administration\Committees folder.

CBEE Program Leads for 2022-2023

CHE – Goran Jovanovic

BIOE – Christine Kelly

Joint BIOE – Adam Higgins

ENVE – Tyler Radniecki

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1. UNDERGRADUATE CURRICULUM COMMITTEE (Undergraduate Curriculum & Advising)

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, Associate School Head – Undergraduate Programs, and the Head Advisor. Membership on the committee will be derived from each academic program area, with an attempt to use rotating two-year terms.

Purpose and Responsibilities: Deal with matters related to our undergraduate curricula in the chemical engineering, bioengineering, and environmental engineering programs as they arise and to provide recommendations on these matters to our faculty and to the School Head. Write required Category I and II proposals for curriculum changes. Keep undergraduate advising guides, web pages, and catalog information current. Matters related to the graduate curriculum have traditionally been handled by the Graduate Curriculum and Assessment Committee, but there may be an occasional need for interaction of the two committees. Liaison with ABET Committee for continuous improvement processes of undergraduate programs in chemical engineering, bioengineering, and environmental engineering. Work with School Head to prepare OSU Annual Assessment Reports for undergraduate programs in chemical engineering, bioengineering, and environmental engineering.

Focus for 2021/22: Assist with general curriculum restructuring in the post pro-school and current Engineering+ era. Submit CAT II for courses where course credits do not match course delivery. Evaluate electives to determine if we are meeting student interests and needs.

2019-20	2020-21	2021-22	2022-2023
Koretsky*	Chang	Chang*	Chang*
Rochefort	Bothwell	Compton	Baio
Carlisle	Carlisle	Geoghegan	Dolan
Mallette	Geoghegan	Li	Geoghagen
Montfort	Li	Montfort	Kelly
Kelly	Montfort	Rochefort	Li
Baio	Rochefort	Baio	Montfort
Compton	Compton		Rochefort
Li			Webb
AHUG hire			
Dolan			

***Denotes Chair**

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2. GRADUATE CURRICULUM AND ASSESSMENT COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, Graduate Program Coordinator, and Associate Head – Graduate Programs. Membership shall consist of at least two faculty representatives from each graduate program (BIOE, CHE, ENVE), with one being designated chair. Note that BIOE members may be from outside CBEE. Members from each graduate program will liaison with their program faculty via regular program meetings.

Purpose and Responsibilities: Work with the School Head and the Associate School Head – Graduate Programs with input from faculty and staff to develop a list of priorities that will guide committee activities in each academic term. Transparently deal with graduate curricular and programmatic issues as they arise by soliciting input from appropriate stakeholders and making proposals on said issues for discussion by the whole faculty and decision by the School Head. Appropriately delegate the responsibility of writing any required Category I and II proposals for curriculum changes to individual committee members or other invested faculty/staff. Communicate with the Graduate Program Coordinator and Office Manager to keep the graduate handbook, web pages, and catalog information current.

Specific responsibilities will include the periodic review and revision of graduate core courses (including content coverage and course learning outcomes), M.Eng., M.S., and Ph.D. program requirements, and exam (qualifying, program, preliminary, final) timing, format, and assessment rubrics; managing the implementation of any program-mandated exams; assisting the Associate School Head – Graduate Programs with yearly lab rotation assignments; performing a yearly assessment of each graduate program as directed by the Graduate School and completing the required reporting; and assisting the Associate School Head – Graduate Programs and the Grad Program Coordinator with 10-year grad program reviews.

Focus for 2021/22: Provide input and guidance on development of online graduate offerings and coordinate with Continuing Education Committee. Continued development of the CBEE 507 Professional Development sequence and incorporation of graduate student writing and proposal development support. Work towards implementation of a DPD Graduate Learning Outcome. Submit CAT IIs for proposed new courses or those needing updates.

CHE	2021-22		2022-2023		
	BIOE	ENVE	CHE	BIOE	ENVE
Stoerzinger*	Higgins*	Nason*	Stoerzinger*	Higgins*	Nason*
Nason	Fogg	Wood	Arnadottir	Brown	Montfort
	Fu		Coblyn	Coblyn	Radniecki
	Nason		Ellis	Fu	Wildenschild
			Goulas	Nason	Compton
			Herman	Compton	
			Li		
			Nason		
			Compton		

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3. GRADUATE RECRUITMENT AND ADMISSIONS COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty and Graduate Program Coordinator. Membership shall consist of at least two faculty representatives from each graduate program (BIOE, CHE, ENVE). Note that BIOE members may be from outside CBEE. The committee will consist of three subcommittees, one for each graduate program in CBEE: CHE, BIOE, and ENVE. Each subcommittee will have at least 2 members, one serving as the chair. It is anticipated that most work will be completed within the subcommittees, with the chairs of the subcommittees convening periodically with the Associate School Head – Graduate Programs to discuss School level issues or issues that concern all three programs. Members of this committee will liaison with the program faculty via regular program meetings.

Purpose and Responsibilities: Work with the School Head and the Associate School Head – Graduate Programs with input from faculty and staff to develop a list of priorities that will guide committee activities in each academic term. Periodically review admission requirements and processes, making proposals for changes to be discussed by the faculty and approved by the School Head. Coordinate the review of graduate applications and make decisions regarding admission of M.Eng., M.S., and Ph.D. students. Advise the School Head and Associate School Head – Graduate Programs on graduate TA offers and fellowships for incoming students. Work with the Graduate Program Coordinator and the GSA to plan and implement the winter recruiting weekend and other recruiting events at OSU or elsewhere (conferences, other universities, etc.). Coordinate the nomination and selection of graduate students for departmental, college, and university awards. Communicate with the Graduate Program Coordinator and Office Manager to keep the graduate handbook, web pages, recruiting/marketing material, and catalog information current.

Focus for 2021/22: Identify regional universities for targeted recruitment, with a focus to improve diversity of graduate student body. Propose methods to engage these universities. Continue the development and implementation of virtual recruiting activities, including virtual conferences. Help identify Kuse scholars to help increase matriculation of top recruits. Evaluate implementation of accelerated MS program in CBEE disciplines.

CHE	2021-22		CHE	2022-23	
	BIOE	ENVE		BIOE	ENVE
AuYeung*	Higgins*	Navab-Daneshmand*	Simon*	Higgins*	Navab-Daneshmand*
Nason	Brown	Radniecki*	Nason	Brown	Harper
Feng	Fogg	Semprini	Stoerzinger	Fogg	Nason
Goulas	Giers	Jin	Ellis	Giers	Radniecki
Li	Nason	Nason	Compton	Kloefkorn	Compton
Simon	Kloefkorn	Harper		Nason	
Stoerzinger	Thomson	Thomson		Compton	
Ellis					
Thomson					

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4. FACULTY STATUS COMMITTEE (Faculty Status, Development, and Productivity)

Membership: A standing committee composed of full-time tenured faculty, in rotating groups selected to provide subject-area representation and consideration of sabbatical leaves. Appointment to the committee is made by the School Head and approved through a vote by tenured and tenure-track faculty. The membership cycle is designed so that each person serves for two consecutive years, with approximately half of the committee changing each year. This provides carry-over continuity as well as subject area balance. Future eligible faculty are added to the rotation cycle, based on present faculty status.

Purpose and Responsibilities: Review all issues of faculty status that require committee input and make recommendations to the School Head. Activities include the promotion and tenure process; consideration of requests for various levels of faculty status, such as courtesy, visiting, and adjunct faculty positions; and other matters referred to the committee by the School Head. The committee may also investigate productivity, development, and other matters affecting faculty welfare.

Focus for 2022/23: Three tenure, three promotions, and two mid-tenure reviews. Identify timelines and processes to efficiently and timely complete tasks (e.g., move student letter requests on-line, provide areas students should address, and potentially move to Spring term) Coordinate peer teaching evaluation process with Peer Teaching Committee.

2019-20	2020-21	2021-22	2022-2023
Semprini*	Semprini*	Semprini*	Semprini
Fogg	Arnadottir (COE)	Baio	Baio
Jin	Bothwell (COE)	Feng	Ellis
Rorrer COE	Chang	Fu	Geoghagen
Wood COE	Fu	Geoghegan	Harper
Harper	Goulas	Harper	Herman
Fu	Jin	Jovanovic	Jovanovic
Higgins	Jovanovic	Arnadottir (COE)	Kloefkorn
Schilke	Li	Bothwell (COE)	Radniecki
Chang	Wildenschild	Kelly (COE)	Elain (COE)
Headrick	Wood (COE)	Mills	Bothwell (COE)
			Kelly (COE)
			Mills

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5. SCHOLARSHIP AND FELLOWSHIP COMMITTEE

Membership: A standing committee composed of the Committee Chair, Head Advisor, School Head, Office Manager, appropriate staff, and one faculty/instructor from each program.

Purpose and Responsibilities: Recommend to the School Head policies for determining eligibility requirements, selection of students, awarding of scholarships, and related scholarship matters. Coordinate scholarship activities with the College of Engineering. Evaluate applications for all scholarships managed and/or awarded by the School, as well as others for which School recommendations are sought (e.g., those awarded by the Dean of Engineering). Recommend scholarship awards for action by the School Head.

Focus for 2021/22: Make sure scholarship, and fellowship funds are dispersed. Identify undergraduate and graduate students for need-based scholarship and fellowships.

2020-21	2021-22	2022-2023
Herman	Moore*	Moore*
Lambert	Herman	Fogg
Compton	Compton	Jin
Mills	Jin	Radniecki
Thomson	Semprini	Hunt
Webb	Mills	Mills
Wills	Webb	Webb
Semprini		
Moore		

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6. MARKETING AND RECRUITMENT COMMITTEE

Membership: A standing committee emphasizing reputation building, student recruiting and retention, and CBEE alumni communication and engagement. Membership is based on interest and willingness to serve, and through appointment by the School Head.

Purpose and Responsibilities: Develop ways to market School programs to K-12 programs for undergraduate recruitment and to other colleges and universities for graduate recruitment and reputation building. Develop materials for program information, develop materials for presentations and visits, and consider any other activities (e.g., Web and computer-related) that will promote the School to prospective students and other interested parties.

Update and manage CBEE Website content according to COE and OSU brand.

Develop and implement strategies to market School, with specific focus on communication and engagement with CBEE alumni & friends. This includes preparation, publication, and distribution of a CBEE newsletter, to be issued 3-4 times per year. Liaison with COE Marketing and OSU Foundation as appropriate. Manage update for CBEE Website. Develop and distribute CBEE Alumni Newsletter. Develop Graduate Program Brochures (in collaboration with the Graduate Committee). Update Undergraduate Program Brochures. Develop promotional materials for the School (e.g. CAREER Award, Faculty Scholar Announcements, etc.)

Focus for 2021/22: Work with the COE Market/Communication group to provide content for website update. Provide information to Office of Student Services for UG recruitment. Identify items to promote and input information at COE Market/Communication website. Help select content for weekly newsletter.

2020-21	2021-22	2022-2023
AuYeung	Mills*	Mills*
Chang	Chang	Brown
Fogg	Feng	Chang
Herman	Kersell	Jin
Nason	Nason	Kersell
Compton	Compton	Kloefkorn
Fleetwood	AuYeung	Compton
Mills	Thomson	Hunt
Thomson	Webb	

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7. COMPUTER COMMITTEE (Computers, Library, and Facilities)

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, and staff.

Purpose and Responsibilities: Develop short- and long-term plans for computer infrastructure including software and hardware for both education and research. Work closely with school and college computer managers.

Focus for 2021/22: Identify software and other IT equipment needs for course delivery. Evaluate school and college computational needs for research.

***Put on hiatus in 2022-2023**

2020-21	2021-22	2022-2023
Jones*	Jones*	
Brown	Brown	
Lambert		
Geoghegan		
Wood		

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8. CONTINUING EDUCATION COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, and staff.

Purpose and Responsibilities: Provide School Head with information related to off-campus learning, distance learning, continuing education, and related educational programs not given in the traditional on-campus mode at OSU. Interact with Ecampus program at OSU. Investigate opportunities for faculty to become involved in delivering off-campus education to industry and alumni. Identify CBEE courses and degree programs that can be made Ecampus offerings through CBEE. Liaison with College of Engineering Assistant Dean of Online Learning, Undergraduate Curriculum Committee, and Graduate Curriculum and Assessment Committee to implement Ecampus course and degree program offerings.

Focus for 2021/22: Propose which courses can be offered via E-campus. Identify micro-credential, certificates, postbac, and grad programs that can be offered via Ecampus. Analyze potential in regards to new student population and impact to student community.

2020-21	2021-22	2022-2023
Lambert	Nason*	Nason*
Compton	Compton	Coblyn
Fleetwood	Thomson	Dolan
Thomson		Montfort
Nason		Compton
Montfort		Webb
Fu		

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9. AWARDS COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, and staff.

Purpose and Responsibilities: Actively nominate CBEE faculty, instructors, staff, and students for COE, university, and national awards.

Focus for 2021/22: Work with School Head to identify national award opportunities for faculty, staff, and students. Continue to nominate faculty, instructors, staff and students for CBEE, COE, and OSU awards.

2019-20	2020-21	2021-22	2022-2023
Harper*	Harper*	Harper*	Harper*
Koretsky	Rocheftort	AuYeung	Arnadottir
Brackett	Simon	Rocheftort	Baio
Rocheftort	Mills	Simon	Jin
Baio	Stoerzinger	Stoerzinger	Rocheftort
	Moore	Mills	Simon
	Williams	Moore	Stoerzinger
			Mills

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10. ABET COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, and staff, with at least one member each from the chemical engineering, bioengineering, and environmental engineering programs.

Purpose and Responsibilities: Track progress towards achieving compliance with ABET requirements for chemical engineering, bioengineering, and environmental engineering undergraduate programs. Develop and implement processes for continuous improvement of undergraduate programs. Evaluates assessment data and prepare Annual Program Summary Report for each undergraduate program. Draft, compile and edit components of the ABET Self-Study Report for each undergraduate program.

Focus for 2021/22: Identify process to assess and evaluate student outcomes. ABET review suggested we should to assess student outcomes first and then assess course learning outcomes.

2019-20	2020-21	2021-22	2022-2023
Kelly*	Kelly*	Kelly*	Chang*
Fu	Chang	Bothwell	Dolan
Montfort	Dolan	Chang	Higgins
Dolan	Fu		
Rorrer	Rorrer		

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11. CBEE BUILDING COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, and staff, with at least one member from the chemical engineering, bioengineering, and environmental engineering programs.

Purpose and Responsibilities: Define CBEE needs for research and education in Johnson, Gleeson, Graf, and Owen, Halls for chemical engineering, bioengineering, and environmental engineering programs. Identify stakeholders, develop mechanisms to solicit input from stakeholders, incorporate input into short- and long-term plans for building infrastructure, including research and teaching laboratories. Explain (and justify) CBEE needs to School Head to build a case for COE and OSU administration.

Focus for 2021/22: Identify space and modifications required for investment in COE strategic areas and senior project/capstone space. Formulate retention plan for education/research equipment storage.

****Put on hiatus for 2022-2023**

2020-21	2021-22	2022-2023
Moore*	Radniecki*	
Radniecki	Higgins	
Rochefort	Kersell	
Rorrer	Jones	
Jovanovic	Rorrer	
Higgins	Moore	
Arnadottir	Williams	
Feng		

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12. SAFETY ADVISORY COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, instructors and staff, with at least one member from the chemical engineering, bioengineering, and environmental engineering programs. Membership should include individuals affiliated with both instructional and research laboratories.

Purpose and Responsibilities: Evaluate safety and training requirements for teaching and research laboratories in CBEE. Provide lecture materials for undergraduate and graduate training. Interact with EH&S and College Safety Committee. Monitor if Chemical Hygiene Plans for laboratories are up to date. Identify safety issues and make recommendations.

Focus for 2021/22: Identify trouble areas and make recommendations. Provide best practices so that laboratories are up to date on chemical hygiene plans and training. Work with college committee to have more uniformity across schools. Implement on-line building training for CBEE research spaces.

2020-21	2021-22	2022-2023
Azizian	Azizian	Goulas*
Geoghegan	Geoghegan	Azizian
Goulas	Navab-Daneshmand	Baio
Navab-Daneshmand	Cochran	Ellis
Cochran	Moore	Kersell
Moore*	Kersell	Navab-Daneshmand
	Goulas	Cochran
		Moore
		Geoghegan
		Williams

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13. PEER TEACHING COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty.

Purpose and Responsibilities: Provide peer periodic reviews of all tenured and tenure-track faculty and instructors. Reviews assist with continuous improvement of teaching, foster collaboration between faculty and courses, and as an assessment for the promotion and tenure process. Issues related to the promotion and tenure have traditionally been handled by the Faculty Status Committee, but there may be an occasional need for interaction of the two committees. Peer teaching evaluations should be consistent, reliable, and collaborative.

Focus for 2021/22: Develop and implement peer teaching processes and timelines for the School in collaboration with Faculty Status Committee.

2020-21	2021-22	2022-2023
Koretzsky (Left 3/21)	Wood*	Simon*
Simon	Simon	Arnadottir
	Chang	Bothwell
	Nason	Fogg
		Montfort
		Nason

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14. DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty, instructors, and staff.

Purpose and Responsibilities: Promote and develop a culture of collaboration, diversity, equity, and inclusion in the School, and make recommendations to the School Head. Activities include identifying training and education opportunities for students, staff, and faculty; work with Graduate Recruitment and Admissions, Marketing and Recruitment, and Search Committees to increase diversity of students, staff, and faculty; provide guidance on DEI activities which can be incorporated in performance reviews and promotion and tenure processes; and other matters referred to the committee by the School Head.

Focus for 2021/22: Collaborate with the faculty and School Head to establish DEI goals. Work with the Graduate Curriculum and Assessment Committee on the implementation of a DPD graduate learning outcome.

2020-21	2021-22	2022-2023
AuYeung	AuYeung	Rochefort*
Fogg	Geoghegan	Bothwell
Harper	Harper	Geoghegan
Lambert	Higgins	Goulas
Navab-Daneshmand	Jovanovic	Harper
Fleetwood	Kersell	Jovanovic
Thomson	Kloefkorn	Kersell
	Navab-Daneshmand	Montfort
	Rochefort	Navab-Daneshmand
	Thomson	Hunt

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