

School of Chemical, Biological, and Environmental Engineering Committees

August 15, 2024

The School of Chemical, Biological, and Environmental Engineering has the following service assignments:

1. [Assessment Committee](#)
2. [Faculty Status Committee](#)
3. [Graduate Curriculum and Assessment Committee](#)
4. [Graduate Recruitment and Admissions Committee](#)
5. [Safety Advisory Committee](#)
6. [Undergraduate Curriculum Committee](#)
7. [Awards Committee](#)
8. [Scholarship Committee](#)
9. [Program Leads](#)
10. [Peer Review of Teaching Coordinator](#)

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.

August 15, 2024

1. ASSESSMENT 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 2023/24: Complete annual program reviews. Implement ABET processes in preparation for the next accreditation visit.

2020-21	2021-22	2022-23	2023-2024	2024-2025
Kelly*	Kelly*	Chang *	Kelly *	Kelly/Chang*
Fu	Chang	Dolan	Montfort	Higgins
Chang	Bothwell	Higgins	Higgins	Lambert
Dolan			Rorrer	Montfort
Rorrer			Moore	

*Denotes Chair

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

Membership: The CBEE Faculty Status Committee is elected by a vote of all faculty, instructors, and research staff who are eligible for promotion and/or tenure through the academic promotion and tenure process. Each year, a committee slate is determined based on the promotion and tenure cases needing review. Committee makeup is then determined to ensure representation at each rank with a minimum requirement of at least four members, with at least three faculty among them being eligible to vote on each case considered that year. The chair is then elected by the Committee members. 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. Each year, all faculty are eligible for service unless they are on leave or have been granted release by the School Head.

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; post-tenure review; expedited Promotion and Tenure; 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 2024/2025: Five (5) promotions and two (2) mid-tenure reviews.

2021-22	2022-23	2023-2024	2024-2025
Semprini*	Harper*	Harper*	Bothwell*
Arnadottir (COE)	Baio	Baio	Baio
Bothwell (COE)	Ellis	Jin	AuYeung
Kelly (COE)	Kloefkorn	Jovanovic	Chang
Fu	Jovanovic	Wood	Wood
Baio	Bothwell (COE)	Bothwell (COE)	Fu
Feng	Kelly (COE)	Kelly	Simon
Jovanovic	Mills	Higgins (COE)	Harper
Geoghegan		Mills	Árnadóttir (COE)
Harper			Higgins (COE)
Mills			Liang
			Mills

*Denotes Chair

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3. 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 one faculty chair from each graduate program (BIOE, CHE, ENVE). 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. Support the review, approval, and submission of new course proposals to CIM. Communicate with the Graduate Program Coordinator and Office Manager to keep the graduate handbook, web pages, and catalog information current.

Specific responsibilities will include coordinating 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; 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. The committee will also lead the nomination of graduate students for CBEE, COE and University Graduate student awards.

Focus for 2024/25: Complete annual graduate program assessments. Submit CAT IIs for proposed new courses or those needing updates. Develop procedure and process for graduate student awards and recognition.

2023-2024			2024-2025		
CHE	BIOE	ENVE	CHE	BIOE	ENVE
Feng *	Fu *	Wildenschild *	Feng*	Fu*	Wood*
Wood	Fogg	Radniecki	Li	Joddar	Radniecki
Rorrer	Compton	Compton	Compton	Compton	Compton
Ellis					
Li					
Compton					

***Denotes Program Chair**

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4. GRADUATE RECRUITMENT AND ADMISSIONS COMMITTEE

Membership: A standing committee composed of tenured and non-tenured faculty and the Graduate Program Coordinator. Membership shall consist of one faculty chair from each graduate program (BIOE, CHE, ENVE). Note that BIOE members may be from outside CBEE. This committee will convene with the Associate School Head – Graduate Programs and Graduate Program Coordinator 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: Coordinate the review of graduate applications and make recommendations regarding admission of M.Eng., M.S., and Ph.D. students with input from faculty. 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.). Communicate with the Graduate Program Coordinator and Office Manager to keep the web pages and other recruiting/marketing material current. Periodically review admission requirements and processes, making proposals for changes to be discussed by the faculty and approved by the School Head.

Focus for 2024/25: Develop and implement a strategic graduate recruiting plan. Implement and continuously improve our graduate admissions process.

2023-24			2024-2025		
CHE	BIOE	ENVE	CHE	BIOE	ENVE
Simon*	Fu *	Semprini *	Simon*	Fogg*	Semprini*
Feng	Brown	Jin			
Goulas	Fogg	Liang			
Ellis	Higgins	Radniecki			
Arnadottir	Kloefkorn	Compton			
Compton	Compton				

*Denotes Chair

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5. 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: 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. Ensure policies and processes for safety are being followed. Conduct “Lab Safety Day” each term.

Focus for 2024/25: Propose and implement initiatives that build and enhance safety culture in CBEE. Work with college committee to have more uniformity across schools.

2021-22	2022-23	2023-2024	2024-2025
Azizian	Azizian	Goulas*	Goulas*
Geoghegan	Geoghegan	Azizian	Coblyn
Goulas	Navab-Daneshmand	Baio	Ellis
Navab-Daneshmand	Cochran	Ellis	Geoghegan
Cochran	Moore	Kersell	Giers
Moore*	Kersell	Cochran	Li
Kersell	Goulas	Geoghegan	Newhart
	Baio		Cochran
	Ellis		
	Williams		

***Denotes Chair**

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6. 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 at least two (2) members from each undergraduate program (CHE, BIOE, ENVE).

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 the 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 the Assessment Committee for continuous improvement processes of undergraduate programs in chemical engineering, bioengineering, and environmental engineering. Work with School Head and the Assessment Committee to prepare OSU Annual Assessment Reports for undergraduate programs in chemical engineering, bioengineering, and environmental engineering.

Focus for 2024/25: Finalize new curriculum and submit CAT II proposals the move to 180 credits and the new general education curriculum revisions. Review course pre-requisites and curriculum arrangement. Assemble course information (layperson overview and syllabus) in a location accessible to advisors.

2021-22	2022-23	2023-2024	2024-2025
Chang*	Chang*	Chang*	Chang*
Geoghegan	Compton	Baio	Dolan
Li	Geoghegan	Dolan	Geoghegan
Montfort	Li	Geoghegan	Giers
Rochefort	Montfort	Kelly	Jovanovic
Compton	Rochefort	Li	Kelly
Baio	Baio	Montfort	Kloefkorn
	Dolan	Rochefort	Montfort
	Kelly	Webb	Rochefort
	Rochefort	Lambert	
	Webb	Mills/Kloefkorn/Giers	

*Denotes Chair

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7. AWARDS COMMITTEE

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

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

Focus for 2024/25: Work with School Head to identify national award opportunities for faculty and staff. Continue to nominate faculty, instructors, and staff for CBEE, COE, and OSU awards.

2020-21	2021-22	2022-23	2023-2024	2024-2025
Harper*	Harper*	Harper*	Arnadottir *	TBD
Simon	Rochefort	Arnadottir	Baio	Arnadóttir
Stoerzinger	Simon	Rochefort	Jin	Baio
Rochefort	Mills	Simon	Rochefort	Dolan
Moore	Stoerzinger	Stoerzinger	Simon	Feng
Williams	Moore	Mills	Mills	Jin
Mills		Baio		Rochefort
		Jin		Mills

***Denotes Chair**

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8. SCHOLARSHIP REVIEW COMMITTEE

Membership: A standing committee composed of the Committee Chair, Head UG Advisor, Office Manager, 2-3 staff, and one faculty/instructor from each program. Chair is a 12-month employee to facilitate meetings with COE Scholarship committee over the summer.

Purpose and Responsibilities:

- Annually reviews CBEE priorities for determining weighting percentage of review categories.
- Evaluates applications for all scholarships managed and/or awarded by the School.
- Coordinates scholarship activities with the College of Engineering (COE).
- Aids in creation of a unified application and corresponding scoring rubric to ensure each student applicant is reviewed holistically, by providing regular feedback on the process in its current iteration.

*The Committee Chair serves as CBEE's liaison on the COE Scholarship Committee, which annually evaluates and works towards a unified application and corresponding scoring rubric to ensure each student applicant is reviewed holistically.

Focus for 2024/25: Make sure scholarship funds are dispersed. Identify undergraduate students for need-based scholarships.

2021-22	2022-23	2023-2024	2024-2025
Moore*	Moore*	Moore*	Moore*
Herman	Fogg	Semprini	Kloefkorn
Compton	Hunt	Kloefkorn	Lambert
Mills	Jin	Lambert	Semprini
Jin	Radniecki	Hunt	Hunt
Webb	Mills	Mills	Marquit
Semprini	Webb	Webb	Webb

***Denotes Chair**

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9. PROGRAM LEADS

Membership: One tenure or tenure-track faculty or instructor from each program.

Purpose and Responsibilities: Program leads are responsible for organizing, conducting, and ensuring that records are kept for regular program-level meetings of the faculty and instructors supporting the chemical engineering, bioengineering, and environmental engineering programs. Program leads liaise with the School Head and the CBEE Leadership Team, as well as the faculty leading efforts around graduate recruiting, curriculum, awards, assessment, etc.

Focus for 2024/25: Make sure scholarship funds are dispersed. Identify undergraduate students for need-based scholarships.

Program	2023-2024	2024-2025
CHE	Goran Jovanovic	Nick AuYeung
BIOE	Michelle Bothwell	Michelle Bothwell
ENVE	Tyler Radniecki	Tyler Radniecki

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10. PEER REVIEW OF TEACHING COORDINATOR

Membership: One tenured or tenure-track faculty or instructor.

Purpose and Responsibilities: The peer teaching review coordinator works with the faculty and the School Head to determine which peer reviews of teaching need to be completed each term and facilitates matching faculty and instructors needing reviews with faculty and instructors willing to complete those reviews. The peer teaching review coordinator keeps documentation on CBEE peer teaching review processes up to date and accessible to faculty and provides mentoring on the completion of peer reviews.

Focus for 2024/25: Identify peer reviews needing to be completed this academic year and assist in the coordination of the timely completion of those reviews.

2023-2024	2024-2025
Cory Simon	TBD

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11. BIOE JOINT PROGRAM COMMITTEES

Executive Committee

2024-2025
Elain Fu
Peter Jacobs

Curriculum Committee

2024-2025
Elain Fu
Binata Joddar

Recruiting and Admissions

2024-2025
Elain Fu
Kevin Brown