

STANDING COMMITTEES (2022-2024)
DEPARTMENT OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES
COLLEGE OF AGRICULTURE

STANDING COMMITTEE	RESPONSIBILITIES
CURRICULUM	
Members Thomas Broyles * Prabodh Illukpitiya Sarah Neumann Korsi Dumenyo Jason de Koff Ying Wu Bharat Pokharel Samuel Dennis Margaret Mmbaga John Ricketts	<ul style="list-style-type: none"> • Work with academic coordinators in developing, reviewing, updating, and keeping curricula current; • Maintain inventory of all courses, ensuring that goals and objectives of the department and concentrations are met; • Review and recommend approval of new courses and changes or discontinuance of existing ones; • Review proposals for new academic programs and changes or discontinuance of existing ones; • Analyze and make recommendations concerning curricular matters relating to the articulation of courses/programs; and • Report progress/accomplishments at departmental meetings.
FUNDRAISING AND SCHOLARSHIP	
Members Reginald Archer * A. Fouladkhah Ankit Patras Yujuan Chen Eston Williams Charles K. Dumenyo De'Etra Young Jianwei Li	<ul style="list-style-type: none"> • Organize and facilitate fund raising activities in the department; • Manage student funding through external and internal funds • Maintain database of alumni and engage them in fundraising; • Maintain scholarship fund for the department; • Set guidelines for awarding scholarships to deserving students; • Review applications and award scholarships to deserving students; • Develop a fundraising plan; • Establish fundraising target; • Identify sources of funds e.g. faculty, industry etc.; • Develop an action plan that includes who to approach and by who; how and when to approach potential donors; • Develop an effective administrative system to track contributions and scholarships; • Report to Department bimonthly the total sum of funds raised and scholarships awarded.

GRADUATE ADMISSIONS & GRADUATE RESEARCH ASSISTANTSHIP	
<p><u>Members</u></p> <p>Bharat Pokharel ** Alyssa Rockers Clement Akumu Ying Wu Yujuan Chen Pramir Maharjan Kofi Britwum Arvazena Clardy Karla Adesso Sarah Neumann Ahmad N. Aziz</p>	<ul style="list-style-type: none"> • Review applications for admission and make recommendations to the School of Graduate Studies & Research; • Review admission criteria and make recommendations as needed; • Develop and regularly review guidelines for administration of graduate research assistantships; • Determine eligibility of graduate students to earn graduate research assistantships; • Monitor progress of graduate research assistants every semester and make recommendations whether or not they should continue to receive support; • Serve as appeals committee to address grievances; and • Report progress/accomplishments at departmental meetings.
QUALITY ASSURANCE & COMPLIANCE (Including Academic Audit, Graduate Program Review, and Assessment)	
<p><u>Members</u></p> <p>John Ricketts*** Bharat Pokharel Prabodh Illukpitiya Korsi Dumenyo Anthony Witcher Margaret Mmbaga De'Etra Young Samuel Nahashon Ying Wu William Sutton</p>	<ul style="list-style-type: none"> • Facilitate strategic planning and setting goal and objectives for the department, congruent with the College and University's goals; • Monitor progress of the department in meeting goals and objectives; design robust tools for collecting requisite data and feed the data into compliance assist; • Assess and evaluate progress of the department (academic or otherwise) and make recommendations for adjustment and improvement; • Evaluate and keep track of performance of the undergraduate and graduate programs in the department; • Prepare performance reports as needed during academic audit and program review sessions; • Engage the advisory council and audit teams in reviewing academic programs; • Report progress/accomplishments at departmental meetings.

RECRUITMENT, RETENTION & PROGRESSION, STUDENT AFFAIRS (including Academic Advising etc.)**Members**

De'Etra Young *
John Ricketts
Kofi Britwum
Bharat Pokharel
Matthew Blair
Ying Wu
Jianwei Li
Arvazena Clardy
Sonali Roy
Alyssa Rockers
Everett Jolley (College Director of Recruitment)
Samuel Nahashon

- Work with academic coordinators in developing recruitment brochures and other requisite materials;
- Develop a standard infrastructural and programmatic script describing the department, college and the university;
- Work closely with the scholarship committee to address scholarship enquiries by potential/future students;
- Organize recruitment events (on or outside TSU campus);
- Pursue articulation agreements with other universities & Colleges;
- Establish partnerships with high schools and community colleges to support recruitment efforts;
- Maintain database of alumni and engage them in recruiting;
- Keep track of all students in the department;
- Strengthen the functions of student autonomy organizations, and clubs within the department;
- Coordinate recognition of high achieving students through induction into honor societies;
- Develop a systems for resolving student complaints;
- Facilitating tutoring and working with individual faculty to assist students facing challenges in respective classes;
- Oversee overall planning of student activities;
- Seek and direct opportunities for scholarships, internships etc. for and to students; and
- Serve as advocate/liaison for students within the department.
- Ensure a successful academic career for each student;
- Develop, implement and oversee the academic advising program and work to promote an effective advising system;
- Review procedures and guidelines for academic advising and recommend changes;
- Respond to advising concerns from students;
Report progress regularly to faculty at departmental meetings.

LABORATORY SAFETY	
<u>Members</u> Ali Taheri * Sudipta Rakshit Aliyar Fouladkhah Suping Zhou Jason Oliver Kaushalya Amarasekare Jerzy Mierzwa Ramasamy Ravi	<ul style="list-style-type: none"> • Familiarize and regularly review laboratory safety procedures; • Reinforce compliance on laboratory safety in all research laboratories in the department; • Conduct laboratory safety training to faculty and students; • Report progress/accomplishments at departmental meetings. • Mandate training for students, faculty and staff intending to work in laboratories.
SEMINAR	
<u>Members</u> Kaushalya Amarasekare* Ahmad Naseer Aziz Sarah Neumann Dilip Nandwani Fulya Baysal-Gurel Sudipta Rakshit Emmanuel Omondi Yongming Sang	<ul style="list-style-type: none"> • Provide coordination among distinguished lectures, department seminars, and research group seminars; • Advertise seminar series among students (undergraduate and graduate) and faculty; and • Report progress/accomplishments at departmental meetings.
INTERNATIONAL AFFAIRS AND OUTREACH	
<u>Members</u> Dilip Nandwani * Yongming Sang Prabodh Illukpitiya Ramasamy Ravi Abdelaziz Lawani Aditya Khanal Emmanuel Omondi John Ricketts Sonali Roy Suping Zhou Sarah Neumann Matthew Blair	<ul style="list-style-type: none"> • Advise and make recommendations on international initiatives; • Review and make recommendations of applications of visiting scientists; • Coordinate processing of documents of visiting scientists by the Office of International Programs; • Facilitate collaborations and partnership between Department of Agricultural and Environmental Sciences and international universities; • Coordinate and initiate study abroad and student exchange program for students in the Department of Agricultural and Environmental Sciences; • Report activities regularly to faculty and at departmental meetings.

FACULTY & STAFF DEVELOPMENT, AND HOSPITALITY	
<u>Members</u> Karla Addesso* Dharma Pitchay Matthew Blair Jason Oliver Samuel Dennis Margaret Mmbaga Christine Ondzighi-Assoume Abdelaziz Lawani Alyssa Rockers	<ul style="list-style-type: none"> Periodically review affairs of faculty and make recommendations to the Department Chair; Plan and arrange events for welcoming new faculty; Plan and coordinate social events; Coordinate response to special needs of faculty Report activities regularly to faculty and departmental meetings.
DEPARTMENTAL WEBSITE MANAGEMENT, COMMUNICATION AND LIBRARY SUBSCRIPTION	
<u>Members</u> Ali Taheri * Korsi Dumenyo Anthony Witcher Jason de Koff Christine Ondzighi-Assoume Yujuan Chen Karla Addesso Gajander Aleti Lap Doc Tran Brahmaiah Pendyala Nick Gawel	<ul style="list-style-type: none"> Develop guidelines and policies for departmental website (editorial, intellectual property, privacy, information security, style etc.) Determine ways of making website more accurate, timely & effective in recruitment, and in communicating key developments in research & extension activities etc. Coordinate website function with the college and university Review and make recommendations on long range planning for the departmental library needs; Receives recommendations from faculty regarding availability of library resources and communicate such with library services; Manage resources allocated to the department for library enhancement; and Report progress/accomplishments at departmental meetings.
ACADEMIC INTEGRITY	
<u>Members</u> Bharat Pokharel* Jason de Koff Sarah Neumann Ying Wu Sonali Roy Richard Browning Abdelaziz Lawani Md Sultan Mahmud Jason Oliver William Sutton Fulya Baysal-Gurel Sudipta Rakshit	<ul style="list-style-type: none"> Review student challenges to decisions of instructors, and schedule case reviews; Review complaints on authorship; Monitor and identify cases of non-compliance among students and faculty; and Work with relevant faculty student groups to develop Workshops to promote and maintain academic integrity.

FACULTY SENATORS (2-year term, can be re-elected for second term)**Senators**

Jason de Koff (2022-2024; second term)
Aditya Khanal (2022-2024; second term)
Aziz Ahmad (2022-2024)
Reginald Archer (2022-2024)

- Representatives of the Department of Agricultural and Environmental Sciences at the faculty senate;
- Serve as liaison between the Department of Agricultural and Environmental Sciences and university faculty senate;
- Communicate the senate agenda to faculty in the Department of Agricultural and Environmental Sciences at faculty meetings;

*Committee chair.

**Committee Chair and Director of Graduate Programs.

***Committee Chair and Assessment Coordinator.