

Contents

1. Colloquium Coordinator	1
2. Department Website Coordinator (Admin Support)	1
3. Graduate Education TA Coordinator (Associate Chair).....	1
4. Student Seminar Coordinator	1
5. Library Rep - 1 CS + 1 Math.....	1
6. NSERC Rep - 2 year term	2
7. School Liaison.....	2
8. Student Advisors - 1CS + 1 Math.....	2
9. Student Clubs Faculty Advisors - 1 CS + 1 Math.....	3
10. Student Representatives (undergrad) - 1 CS + 1 Math	3
11. Student Representatives (graduate) - 1 CS + 1 Math	3
12. Transfer Credit Advisor - 1 CS + 1 Math.....	3
13. Lab/tutorial schedule coordinator	4

1. Colloquium Coordinator

◆ Responsibilities:

- ◆ Ensuring that mathematicians and computer scientists are invited to give colloquia to our department.
- ◆ Coordinating and overseeing logistics and publicity for invited speakers. Chairing the Speaker Series Committee. Ensuring that the Speaker Series budget is allocated and spent responsibly.

◆ Workload: Consistent and fairly heavy, but much can be delegated to the other two committee members.

2. Department Website Coordinator (Admin Support)

3. Graduate Education TA Coordinator (Associate Chair)

4. Student Seminar Coordinator

5. Library Rep - 1 CS + 1 Math

◆ Responsibilities:

- ◆ Attending the annual joint meeting of the GFC Library Committee, Subject Librarians and Faculty Library Representatives, in the fall.
- ◆ Helping the subject librarian coordinate the circulation of slips for new book acquisitions, each spring.
- ◆ Providing advice to the subject librarian on the general state of the library's math and computer science collections, determining any areas of weakness and ensuring that action is taken to rectify these.

- ◆ Coordinating communication between the subject librarian and department members, including ensuring that the subject librarian receives feedback from the department when required.
- ◆ Overseeing the library in the department lounge/reading room.
- ◆ Workload: Some year-round, but most intensive in the spring, when thousands of new book slips to go through.

6. NSERC Rep - 2 year term

- ◆ Responsibilities:
 - ◆ Coordinating and writing up departmental input into departmental rankings of students' applications for funding (eg. NSERC, Chinook).
 - ◆ Serving as the departmental representative on the university-wide committee that ranks students' applications for NSERC funding.
 - ◆ Attending presentations run by NSERC and/or Research Services, and keeping members of the department and students up to date on changes to rules.
 - ◆ Ensuring that strong senior students are aware of the various awards and deadlines, and encouraging them to apply (shared responsibility with student advisors).
 - ◆ Informing students interested in graduate school about the PIMS recruitment weekend, and screening and nominating students who wish to go to it.
- ◆ Workload: Intensive at the times when applications are going in, late fall and early spring; light at other times.
- ◆ Note: This position is held for a 2-year term. Only tenured faculty members are eligible.

7. School Liaison

- ◆ Responsibilities:
 - ◆ Responding to requests from schools (made primarily through the Registrar's Office) for assistance or visits.
 - ◆ As time permits, contacting schools and seeking out connections and opportunities to encourage students to enter math or CS.
 - ◆ Representing the department on issues relating to the school system, such as calculator use on exams, Applied Math 30, etc.
- ◆ Workload: Can be fairly light, depending on how proactive the Liaison decides to be.

8. Student Advisors - 1CS + 1 Math

- ◆ Responsibilities:
 - ◆ Providing individual advice to students about course sequencing, calendar rules, departmental requirements, and the like, as requested.
 - ◆ Holding an information session (possibly joint between the Advisors) in the fall about graduate school and applying for NSERC graduate scholarships.
 - ◆ Talking to students about summer research employment opportunities, either informally or in a general session (possibly joint between the Advisors).
 - ◆ Editing, proofreading and assisting with student applications to funding agencies, for both graduate school and summer research opportunities (eg. NSERC, Chinook, etc.).
 - ◆ Holding an information session at registration time (in March) on selecting and sequencing upper-year courses in Math/CS.

- ◆ Organising discussion sessions for female majors, especially in CS.
- ◆ Workload: Heavy; depends to some extent on numbers of promising senior students.

9. Student Clubs Faculty Advisors - 1 CS + 1 Math

- ◆ Responsibilities:
 - ◆ Assisting in the organizational stages each fall for any math/CS club(s), including: contacting former executive members (if any), and encouraging them to call a meeting; calling and advertising a formational meeting for a club if no former executive members can or will do so; encouraging students to take up executive positions in a club; and overseeing and assisting with elections for executive positions.
 - ◆ Note: the faculty advisor is not responsible for further efforts if students fail to take advantage of this opportunity to form a club.
 - ◆ Attending club meetings.
 - ◆ Assisting in arranging for workshops or seminars by department members, as requested by club members.
 - ◆ Attending and taking reasonable responsibility for club events that use university facilities (eg. computer labs), including booking university facilities for the club.
 - ◆ Assisting in promoting club events.
 - ◆ Providing general advice and assistance to club members, in particular regarding university policies and procedures.
- ◆ Workload: Variable; greatly dependent on the enthusiasm and activity of students in a given year.

10. Student Representatives (undergrad) - 1 CS + 1 Math

11. Student Representatives (graduate) - 1 CS + 1 Math

12. Transfer Credit Advisor - 1 CS + 1 Math

- ◆ Responsibilities:
 - ◆ Evaluating requests from the Registrar's Office for blanket transfer credit of courses offered by other institutions.
 - ◆ Evaluating requests from the Registrar's Office for providing transfer credit to an individual student for a course offered by another institution.
 - ◆ Maintaining a departmental record of decisions made, to assist future transfer credit advisors and to improve consistency.
 - ◆ Advising individual students who are considering transferring into the university and contact the department asking what transfer credits they may expect to receive.
- ◆ Workload: Several requests per month, approximately 100 per year.
- ◆ Notes: The advisor should be careful not to allow credit for weak courses. It is appropriate to give (for example) 2xxx credit for courses that overlap with but do not duplicate our second-year courses. The "Alberta Transfer Credit Guide" is available, and is an essential resource for "local" transfer credit decisions. The advisor should be familiar with the contents of our courses, but should feel free to consult with other department members on difficult decisions.

13. Lab/tutorial schedule coordinator

◆ MINUTES 464 (February 16 and March 2, 2016):

464.4 Wilson/Kaminski – CARRIED as amended To reinstate the position of lab/tutorial coordinator. Friendly amendment to adjust motion to read: To establish a voluntary department lab/tutorial schedule coordinator.

◆ **Lab Coordinator (Prior to ?year?)**

◆ Responsibilities:

- Assisting the Department Chair in setting timetables for all Math/CS labs and tutorials.
- Scheduling summer session courses.
- Dealing with lab room assignments, and with changes arising from changes to the timetable.

◆ Workload:

- Intensive but brief.
- Summer timetables are done in late September and early October.
- The main timetable is dealt with in late October or in November and may require a full weekend.

◆ Rewards: Unlimited power to make Rex's life miserable.