Department of Mathematics  
Dr. A. M. Haghighi  
Professor and Head  

Committees and Individual Assignments  
(Subject to change)  
August 24, 2015 – May 31, 2016  

The following assignments are for the mathematics faculty members for the academic year 2015 – 2016. Although, I expect my colleagues to accept the assignments, if anyone is not willing to, not capable of, or not able to assume the responsibilities listed, please send me a note of decline with reason(s), in writing, by 5:00 pm, August 24, 2015. I will consider the decline with its reason(s) and respond accordingly. It should be noted that all assignments will be considered as part of service to the department in the annual performance evaluation of 2015 and 2016, proportionally.

Details of responsibilities are listed in the Mathematics Department’s Handbook, available online on the Mathematics Website. Members of each committee as well as individuals are appointed by the Department Head and are subject to change at his will.

It is expected that all colleagues take their assignments seriously. Committees are necessary and part of the Governance Sharing policy.
of the Department I have put in place since my tenure in the department 13 years ago.

As always, I trust the integrity and professionalism of my colleagues, unless it has proven otherwise. I ask that all Committee Chairs, please, report to me of any problem you might encounter of any member in your committee. I will investigate and incorporate the result in the annual performance evaluation of that member, if it calls for. The reverse is also true. However, I would like us all to work together to keep our department, as at least as the current status of respected, active, creative, and sound.

I am asking Mrs. Devra Wooten to make sure all items in this memo are properly complied with and report to me, in writing, immediately, if otherwise. I will investigate and incorporate result of the findings in the faculty annual performance evaluation, if it calls for.

► ASSESSMENT COMMITTEE (SACS, NCATE, ABET, COURSE AND PROGRAM)

   Dr. James Valles, Chair
   Dr. Manouchehr Misaghian, Co-Chair
   Dr. Dimitar Michev
   Mr. Charles Odion
   Dr. Mohammed Shayib

► AWARD COMMITTEE

   Dr. Arouna Davies, Chair
   Dr. Natalia Hritonenko
   Dr. Dimitar Michev
   Dr. Manouchehr Misaghian
   Dr. Mohammed Shayib
► COLLOQUIUM

Dr. Natali Hritonenko, Chair
Dr. Dimitar Michev
Dr. Manouchehr Misaghian

► DEPARTMENTAL TECHNICAL REPORT SERIES COMMITTEE

Dr. Haghighi, Editor-in-Chief
Dr. Lian, Editor and Publication Manager
Dr. Arouna Davies, Editor
Dr. Dimitar Michev, Editor
Dr. Manouchehr Misaghian, Editor

► MATHEMATICS AWARENESS MONTH COMMITTEE

Dr. Manouchehr Misaghian, Chair
Ms. Elizabeth Stoerkel, Co-Chair
Mrs. Marcia Brown-Palmer
Ms. LaTonya Chalmers
Dr. Laurette Foster
Dr. Dimitar Michev
Dr. James Valles

► POST-TENURE COMMITTEE

Dr. Natalia Hritonenko, Chair
Dr. Arouna Davies
Dr. Laurette Foster
Dr. Dimitar Michev
Dr. Manouchehr Misaghian

(Dr. Lian and Dr. Shayib are up for review in 2015-2016. Please prepare your portfolios, binder 3 inch maximum, according to Portfolio Content Guidelines. Submit to the departmental head by January 15, 2016, unless a different date is announce by the Academic Affairs.)
► **RECRUITMENT & RETENTION COMMITTEE**

Dr. James R. Valles, Jr., *Chair*
Ms. Marcia Brown-Palmer
Ms. LaTonya Chalmers
Dr. Laurette Foster
Dr. Natalia Hritonenko
Dr. Mohammed Shayib
Ms. Elizabeth Stoerkel
Dr. Indika Wickramasingh

► **SCHOLARSHIP COMMITTEE**

Dr. Laurette Foster, *Chair*
Dr. Arouna Davies
Dr. Dimitar Michev

► **TEXTBOOKS COMMITTEE (BASIC COURSES)**

Math 1113 (College Algebra), Math 1123 (Trigonometry), Math 1124 (Calculus I), Math 1153 (Finite Mathematics), Math 2024 (Calculus II), Math 2043 (Differential Equations), Math 2153 (Business Calculus)

Dr. Dimitar Michev, *Chair*
Dr. Manouchehr Misaghian
Dr. Arouna Davies
Mr. Charles Odion
Dr. James Valles
► UNDERGRAD CURRICULUM/DEGREE PROGRAM COMMITTEE

Dr. Dimitar Michev, Chair
Dr. Manouchehr Misaghian, Co-Chair
Dr. Arouna Davies
Dr. Laurette Foster
Dr. Jian-ao Lian
Ms. LaTonya Chalmers
Dr. James Valles

► COORDINATORS

- Calculus Readiness Test, Dr. Dimitar Michev
- Class Visitation, Dr. Manouchehr Misaghian
- Textbooks Orders, Dr. Dimitar Michev,
- Tutorial Services, Dr. Mohammed Shayib
- Undergraduate, Dr. Jian-ao Lian

► FACULTY ADVISORS

- Mathematics Club, 
  Dr. Laurette Foster, Dr. Natalia Hritonenko

- Pi Mu Epsilon National Honor Society, 
  Dr. Manouchehr Misaghian

- Pi Mu Epsilon National Honor Society, 
  Dr. James Valles, Faculty Advisor and Permanent Contact Person (Liaison)
► OTHERS
Departmental Website Delegate, Mrs. Devra Wooten

► MULTI-SECTIONAL COURSES TEAM LEADERS

Faculty members teaching a course with multiple sections form a team. Each multi-sectional course will be led by a leader as listed below. All faculty members teaching sections of multi-sectional courses must cooperate with Team Leaders, participate in the course regular meetings, test developments and course assessments.

<table>
<thead>
<tr>
<th>Course</th>
<th>Leader</th>
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<tbody>
<tr>
<td>MATH 1103 - Comp College Algebra</td>
<td>Dr. Foster</td>
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<tr>
<td>MATH 1113 - College Algebra</td>
<td>Dr. Michev/ Mr. Odion</td>
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<tr>
<td>MATH 1115 - Algebra &amp; Trig</td>
<td>Dr. Michev/ Mr. Odion</td>
</tr>
<tr>
<td>MATH 1123 - Trigonometry</td>
<td>Dr. Michev/ Mr. Odion</td>
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<tr>
<td>MATH 1124 - Calculus I</td>
<td>Dr. Misaghian</td>
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<tr>
<td>MATH 1153 - Finite Math</td>
<td>Mr. Brown-Palmer</td>
</tr>
<tr>
<td>MATH 2003 - Elem. Statistics</td>
<td>Dr. Shayib</td>
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<tr>
<td>MATH 2024 - Calculus II</td>
<td>Dr. Misaghian</td>
</tr>
<tr>
<td>MATH 2043 - Differential Equations</td>
<td>Dr. Michev</td>
</tr>
<tr>
<td>MATH 2153 - Business Calculus</td>
<td>Mr. Foster</td>
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<tr>
<td>MATH 2163 - Structure of Numbers</td>
<td>Dr. Stoerkel</td>
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<tr>
<td>MATH 3023 - Probability and Stats</td>
<td>Dr. Shayib</td>
</tr>
<tr>
<td>MATH 3003 – Math in Elem. Sch.</td>
<td>Dr. Valles</td>
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<tr>
<td>MATH 3685 - Math for Engineers</td>
<td>Dr. Michev</td>
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<tr>
<td>MATH 4173 – Math for Engineers</td>
<td>Dr. Michev</td>
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