

Committee Structure 2019-20				
	Charge of the Committee	Current Membership	Committee	Additional Comments
Undergraduate Committee	<p>The Undergraduate Committee oversees the Undergraduate History Program, including curriculum, requirements for the Bachelor of Arts Degree in History, and other matters relating to ensuring the quality and effectiveness of the Undergraduate History Program.</p> <p><i>The Committee consists of five faculty members</i>, one of whom serves as chair of the committee. Faculty will elect members of the Committee at the first Faculty meeting of the Fall semester. The committee will elect its chair as early as possible. Members will serve staggered three-year terms. The Undergraduate Committee will assess student portfolios for the preceding academic year in the Fall of each academic year. The Committee will also conduct periodic reviews of the undergraduate curriculum and requirements for the Bachelor of Arts Degree in History; recommend additions, deletions, or modifications in same to the Department; The Department Chair may charge the Undergraduate Committee with other duties.</p> <p>The Undergraduate Committee will meet at least twice per semester and report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Undergraduate Committee will make report to the Department at its monthly meeting.</p>	<p>Jason Tatlock (chair)</p> <p>Chris Caplinger (3-year term) Bill Allison (3-year term) Kurt Knoeri (2-year term) Michelle Haberland (2-year term)</p>	COMPLETE	This committee lines up closely with AC's Academic Affairs Committee (see end of document for comparative duties)
Graduate Committee	<p>The Graduate Committee oversees the Graduate History Program, including curriculum, requirements for the Master of Arts Degree in History, and other matters relating to ensuring the quality and effectiveness of the Graduate History Program.</p> <p><i>The Committee shall consist of five faculty members</i>, including the Director of Graduate Studies, and will be chaired by the Director of Graduate Studies. Faculty will elect members of the Committee at the first Faculty meeting of the Fall semester. Members will serve staggered two-year terms.</p> <p>The Graduate Committee is responsible for admissions decisions; award of assistantships; thesis committee assignments; conduct periodic reviews of the graduate curriculum and requirements for the Master of Arts Degree in History; recommend additions, deletions, or modifications in same to the Department; maintain and update recruitment materials for the Graduate History Programs; and represent the Department at recruiting events and meetings as deemed appropriate. The Department Chair may charge the Graduate Committee with other duties.</p>	<p>Craig Roell (graduate director and chair) Michael VanWagenen Chris Hendricks (AC coordinator)</p> <p>Juanjuan Peng Ahmet Akturk Julie de Chantal Olavi Arens</p>	COMPLETE	
Chair's Advisory Committee	<p>Membership <i>The Advisory Committee shall consist of one Professor, one Associate Professor, and one tenure-track Assistant Professor from each campus.</i> The Department Chair shall serve as a member ex-officio and shall serve as chair of the Advisory Committee.</p> <p>a. Voting members within each rank will choose their representative to the committee (i.e., professors will choose one professor; associate professors will choose one associate professor; assistant professors will choose one tenure-track assistant professor). Faculty who will be candidates for tenure and/or promotion during the term are ineligible. The Advisory Committee shall represent the faculty in advising the Chair on matters of concern to the Department. Additional details are located on the Dept. Webpage.</p>	<p>Armstrong assistant: Kurt Knoeri Armstrong associate: Jim Todesca Armstrong full: Chris Hendricks</p> <p>Statesboro assistant: Corinna Zeltsman Statesboro associate: Brian Feltman Statesboro full: Kathleen Comerford</p>	COMPLETE	
Core Curriculum Committee (ad hoc)	<p>The Core Curriculum Committee shall oversee the HIST 1112 World Civilization and HIST 2110 US History core courses and represent the Department in any discussions about the Core Curriculum.</p> <p><i>The Committee shall consist of five faculty members</i>, one of serves as chair. Faculty will elect members of the Committee when requested by the Chair. The committee will elect its chair as early as possible. Members will serve until the ad hoc committee is disbanded by the Chair. The Committee assesses learning outcomes for History core courses and insures that these are in line with BOR Core requirements; maintains data on core courses; and represents the Department in any discussions involving the history core courses. The Department Chair may charge the Core Curriculum.</p>	<p>Solomon Smith (chair) Mao Lin Ahmet Akturk Kwaku Nti Cathy Skidmore-Hess</p>	COMPLETE	<i>This committee will need to attend to 1111 (now counts in Core) the Arm courses US Hist courses, US I and US II 2111/2112. The head of the committee writes to CORE assessment report. As part of that, the committee is supposed to collect essays based on the assessment prompt from their CORE classes. Committee grades the essays on a 5 point scale to see how well</i>
Technology and Social Media Committee	<p>The Technology Committee oversees the History Lab (FDB 1231) and the Department's technology needs.</p> <p><i>The Committee consists of three faculty members</i>, one of whom is the Department Webmaster. At least one member will be from Armstrong and at least one member will be from Statesboro. One committee member serves as chair. Faculty will elect members of the Committee at the first Faculty meeting of the Fall semester. The committee will elect its chair as early as possible. Members will serve staggered three-year terms.</p> <p>The Committee monitors technology needs for faculty and classrooms; advises Department Chair on technology, computer, and software needs; assists Department Chair in submitting Tech Fee and other technology proposals; and keeps faculty abreast of opportunities for technology enhancement for teaching and research. The Department Chair may charge the Technology Committee with other duties.</p>	<p>Solomon Smith (webmaster) Armstrong: Kurt Knoeri Statesboro: Juanjuan Peng</p>	COMPLETE	
Honors Committee	<p>The Honors Committee oversees the undergraduate Honors Program, including recruitment, standards, and other matters ensuring the quality and effectiveness of the Honors Program. The Honors Committee will recruit eligible students, serve as a liaison between the History Department and the Honors Program, serve on Honors Program scholarship committees, work with the department chair to select instructors for HIST 3630 H, and advise faculty on standards for honors theses and presentations.</p>	<p>Brian Feltman (chair) Michelle Haberland Felicity Turner</p>	COMPLETE	
Educational Leave Committee (ad hoc)	<p>The Educational Leave Committee reviews applications and makes recommendations for departmental educational leave.</p>	<p>Alan Downs (chair) Cathy Skidmore-Hess Mao Lin Jim Todesca Paul Rodell</p>	COMPLETE	
Webmaster	Currently, Dr. Solomon Smith is maintaining the Department's website. Any changes or suggestions that you	Solomon Smith	COMPLETE	
Scholarship & Awards Committee	<p>The Scholarship and Awards Committee administers undergraduate scholarships awarded through the Department of History. <i>The Committee consists of six faculty members</i>, one of whom serves as chair of the Committee. For the sake of continuity related to the online scholarship application process administered by Donor Relations, it is advisable that the chair designate a chair-elect (a member with at least 1 year remaining on the committee) who will receive training in managing the scholarship application process for the department before assuming the position of chair the following year. The Committee announces scholarship opportunities; schedules application deadlines; evaluates applications; interviews scholarship candidates at Southern Scholars Showcase and Scholar's Day; and awards scholarships as appropriate.</p>	<p>Juanjuan Peng, Cathy Skidmore Hess Felicity Turner Michael Hall Lisa Denmark Allison Belzer</p>	COMPLETE	
Recruitment	<p>The Recruitment &amp; Outreach Committee represents the Department at University represents the Department at recruiting events (Open House-Saturdays, Major Fair-weekday), and other meetings as deemed appropriate; it also coordinates academic and social events. In 2018-2019, the committee will be charged with revising all marketing materials for the department. <i>The committee consists of seven members</i>, one of whom serves as chair of the committee; because faculty attend specific recruitment events organized by the University, <i>the committee consists of at least three members from each campus</i>. Members will serve staggered two-year terms. The Department Chair may charge this committee with other duties.</p>	<p>Michael Hall Alena Pirok Jason Tatlock Tim Teeter James Woods Hongjie Wang Lisa Denmark (2019)</p>		This committee will need to revise the brochures and recruitment literature to reflect consolidation.

Student Engagement and Outreach Committee	The Student Engagement and Outreach Committee is responsible for mentorship, retention, and advisement of current students. It maintains a relationship with the Office of Career and Professional Development, oversees on-campus programming including the Department Film Series, coordinates the ties between campus chapters of Phi Alpha Theta, reaches out to alumni/ae, promotes the work of the Department to the university and wider communities, and provides professional development assistance to students. <a href="#">The faculty advisor(s) for any entities involved in publishing student research (online or in print) serves on the committee</a> ; the committee ensures that all undergraduate history majors from are offered the opportunity to participate in the editing, marketing, and web presence of the journal or its successor entities. <a href="#">The committee is comprised of six faculty members (at least one from Armstrong and one from Statesboro)</a> , one of whom serves as chair of the committee. The committee should seek to have student representation, which consists of one enrolled graduate student and one enrolled undergraduate student from each campus.	Michael van Wagenen (chair) Hongjie Wang Bob Batchelor Melissa Gayan Corinna Zeltsman Michael Hall	COMPLETE	Committee composition based on involvement in the activities listed in the description.
<b>College Committees</b>				
Awards		Alison Belzer	COMPLETE	
Curriculum Cmte	Committee reviews and approves proposed changes to the curriculum.	Jeff Burson (chair)	COMPLETE	
Diversity and		Alan Downs	COMPLETE	
Faculty Governance Committee	FCG acts as the primary vehicle to ensure the fulfillment of faculty rights and responsibilities in areas such as curriculum, tenure and promotion, etc. d. Represent faculty on issues concerning governance in the college and the creation, development, and revision of policies and procedures. Most recently, committee has been involved in creating college bylaws.	2-year term Johnathan O'Neill (fall); Jon Bryant (spring) Alternate: Kathleen Comerford	COMPLETE	
Personnel Review Committee	The CAH Personnel Review Committee evaluates the college's candidates for tenure, promotion, and post-tenure review and makes recommendations to the dean.	Johnathan O'Neill	COMPLETE	
Teacher Ed/Prep		Lisa Denmark, Carol Herringer	COMPLETE	
Technology		Solomon Smith	COMPLETE	
CAH Rep for Faculty		Michelle Haberland (exp 6/20)	COMPLETE	