

TEXAS A&M UNIVERSITY AT GALVESTON



Galveston

Office of the Associate Vice President for Research and Academic Affairs
P.O. Box 1675, Galveston, Texas 77553-1675 (409) 740-4408 fax (409) 740-4407

November 10, 2004

MEMORANDUM

To: Dr. Gil Rowe, Professor and Head, Marine Biology
Dr. Janet Carlson, Professor and Head, General Academics
Dr. William Seitz, Professor and Head, Marine Sciences
Dr. Donna C. Lang, Assistant Vice President for Academic Services
Dr. William McMullen, Interim Head and Professor, Maritime Administration and Marine Transportation
Dr. Vijay Panchang, Professor and Head, Maritime Systems Engineering and Interim Head, Marine Engineering Technology
Ms. Natalie Wiest, Director, Jack K. Williams Library
Ms. Samantha Collen, Senate Director of Academic Affairs, MASE
Ms. Tabatha Booth, Student Representative, MART
Mr. Sepp Haukebo, Student Representative, MARB
Mr. Traver Wright, Graduate Student Representative, MARB
Mr. Dave Eshenbaugh, Graduate Student Representative, MARM

From: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

Subject: Academic Advisory Council

J. McCloy

I ask that you serve on the Academic Advisory Council for fiscal year 2004-2005. The Council serves as TAMUG's undergraduate curriculum committee. The Council will review and approve all undergraduate course additions, modifications and deletions. They will approve items to be forwarded through channels to change the TAMUG course inventory; will approve all new undergraduate degree programs and modifications; review academic policies, guidelines and deadlines and make recommendations to the Vice President and CEO regarding items and concerns relating to the academic community.

Chair – Dr. James M. McCloy, Associate VP for Research & Academic Affairs

Dr. Gil Rowe, Professor and Head, Marine Biology
Dr. Janet Carlson, Professor and Head, General Academics
Dr. William Seitz, Professor and Head, Marine Sciences
Dr. Donna C. Lang, Assistant Vice President for Academic Services
Dr. William McMullen, Interim Head and Professor, Maritime Administration and Marine Transportation
Dr. Vijay Panchang, Professor and Head, Maritime Systems Engineering and Interim Head, Marine Engineering Technology
Ms. Natalie Wiest, Director, Jack K. Williams Library
Ms. Samantha Collen, Senate Director of Academic Affairs, MASE
Ms. Tabatha Booth, Student Representative, MART
Mr. Sepp Haukebo, Student Representative, MARB
Mr. Traver Wright, Graduate Student Representative, MARB
Mr. Dave Eshenbaugh, Graduate Student Representative, MARM
TBA – 3 Elected Faculty

If you cannot serve, please contact me immediately. In advance, thank you.

xc: ✓ Executive Team
Academic Department Heads

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November 10, 2004

MEMORANDUM

To: **Chair – Dr. Gerald E. Hite, Professor, Marine Sciences**
Dr. Donald Harper, Professor, Marine Biology
Ms. Cheryl Greffenstette-Moon, Director, Admissions and Records
Dr. Donald Willett, Associate Professor, General Academics
Dr. Fred Pearl, Assistant Professor, General Academics
Ms. Lauren O'Brien, Student Representative, MARB
Ms. Andrea Miller, Student Representative, MARS
Ms. Jennifer Hill, Student Representative, MARB
Ms. Samantha Collen, Student Representative, MASE (Alternate)
Ms. Allison Skinner, Student Senate Director of Student Affairs, MARB
Ms. Krista Thomas, Student Representative, BIMS (Alternate)

From: Dr. James M. McCloy, Vice President for Research and Academic Affairs

Subject: Academic Appeals Panel

I ask that you serve on the Academic Appeals Panel for fiscal year 2004-2005. The panel hears appeals involving suspension or blocks for scholastic deficiency and disputes over an unauthorized absence determination or a final course grade, except for a grade assigned by an instructor of a class partially or entirely on the basis of scholastic dishonesty. Appeals will be heard when the student alleges that an arbitrary, capricious or prejudiced evaluation has occurred. Appeals regarding college requirements will not be heard. Questions and appeals involving scholastic dishonesty are to be directed to the Honor Council.

If you cannot serve, please contact me immediately. In advance, thank you.

xc. Executive Team
Academic Department Heads

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November 10, 2004

MEMORANDUM

TO: Chair – Dr. Melanie Lesko, Senior Lecturer, Marine Sciences

Ms. Shelly Fordyce, Student Development Specialist
Ms. Lupe Aaron, Lead Office Associate, General Academics
Dr. Stephen Curley, Professor, General Academics
Ms. Cheryl Moon, Director, Admissions and Records
Ms. Teri Fowlé, Director, Institutional Advancement
Mr. John Merritt, Director, Student Relations
Ms. Kathy Mull, Business Associate, Physical Plant
Ms. Donna Briones, Sr. Office Associate, Administration
Mr. Ken Bailey, Director, Career Planning and Placement
Ms. Sarah Torres, Assistant Director, Admissions and Records
Mr. Matt Johnson, Student Representative, MARB
Ms. Claudia Friess, Student Representative, MARB

FROM: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

J. McCloy

SUBJECT: Commencement Committee

I ask that you serve on the Commencement Committee for fiscal year 2004-2005. The Committee is responsible for coordinating and staging the fall, spring and summer commencements.

If you cannot serve, please contact me immediately. In advance, thank you.

xcv Executive Team
Academic Department Heads

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November 10, 2004

MEMORANDUM

TO: **Facilitator – Mr. Steven Conway, Director, Computing & Information Services**
Dr. Donna Lang, Assistant Vice President for Academic Services
Ms. Susan Lee, Director, Financial Management Services
Dr. Joe Szucs, Professor, General Academics
Ms. Kathy Sartor, Assistant Director, Human Resources
Ms. Natalie Wiest, Director, Library
Dr. Melanie Lesko, Assistant Dept. Head, Marine Sciences
Dr. William Seitz, Professor and Head, Marine Sciences
Cdr. Gerard Coleman, Sr. Lecturer, Marine Engineering Technology
Dr. Jim Webb, Associate Professor, Marine Biology
Dr. Fred Pearl, Assistant Professor, General Academics
Capt. Jack Smith, Lecturer, Marine Transportation
Dr. Tom Ravens, Assistant Professor, Maritime Systems Engineering
Mr. Tom Israel, Facilities Coordinator, Physical Plant
Mr. Joseph Donahue, Financial Aid Specialist/Student Development Specialist
Mr. Gaurav Singhal, Graduate Student Representative
Mr. Matt Williams, Student Representative, Maritime Systems Engineering

FROM: Dr. James M. McCloy, Associate Vice President of Research and Academic Affairs

SUBJECT: Computing and Information Services Task Force

I ask that you serve on the Computing and Information Service Task Force for fiscal year 2004-2005. The Task Force advises the Vice President and CEO through the Associate Vice President of Research and Academic Affairs on the development of the campus-computing environment. The Task Force will maintain a long-range campus plan for computing technology that takes into account the variety of users and information needs of the campus community.

If you cannot serve, please contact me immediately. In advance, thank you.

~~cc~~ Executive Team
Academic Department Heads

J. McCloy

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November 10, 2004

MEMORANDUM

To: **Chair – Dr. Donald Harper, Professor, Marine Biology**
Dr. André Landry, Professor, Marine Biology
Dr. Jay Rooker, Associate Professor, Marine Biology
Dr. Tom Iliffe, Professor, Marine Biology
Mr. J. B. Revella, Police Officer, TAMUG
Ms. Christie Atkinson, Lecturer, General Academics, Diving Safety Officer
Mr. Larry Martin, LGL (Outside member)
Mr. Gregg Gitschlag, NMFS (Outside member)
Mr. Mike Fieglein, Attorney, (Outside member)
Dr. Karyl Norcross-Mehlman, Clinical Professor, Neurology, UTMB (Outside member)
Mr. Derek Schultz, Student Representative, MARB
Ms. Anita Escobar, Student Representative, MASE
Ms. Lara Hinderstein, Graduate Student Representative

From: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

Subject: Diving Control Board

I ask that you serve on the Diving Control Board for fiscal year 2004-2005. The Board oversees all institutional diving activities and assures that the University meets the requirements of the Code of Federal Regulations.

Diving Control Board

Dr. Donald Harper, Chairman
Dr. André Landry
Dr. Jay Rooker
Dr. Tom Iliffe
Mr. J. B. Revella
Ms. Christie Atkinson
Mr. Derek Schultz, Student Representative, MARB
Ms. Anita Escobar, Student Representative, MASE
Ms. Lara Hinderstein, Graduate Student Representative

Advisory Board

Mr. Larry Martin, LGL
Mr. Gregg Gitschlag, NMFS
Mr. Mike Fieglein, Attorney
Dr. Karyl Norcross-Mehlman, Neurology, UTMB

If you cannot serve, contact me immediately. In advance, thank you.

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November 10, 2004

MEMORANDUM

To: **Chair – Dr. William Seitz, Professor and Head, Marine Sciences**
Dr. Tammy Holliday, Assistant Vice President for Research and Graduate Studies
Dr. Judy Wern, Educational Outreach Executive Director
Ms. Natalie Wiest, Director, Jack K. Williams Library
Dr. Tim Dellapenna, Assistant Professor, Marine Sciences
Mr. Steve Conway, Director, CIS
Ms. Susan Lee, Director, Financial Management Services

From: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

Subject: Galveston Bay Information Center Committee (GBIC)

J. McCloy

I ask that you serve as members of the Galveston Bay Information Center Committee under the Chairmanship of Dr. William Seitz for fiscal year 2004-2005. The committee is charged with operational oversight of the GBIC, which will include, but not limited to, develop management, fiscal, and personnel policies and modifying them as appropriate. The Director of the GBIC will report to the Director of the library who in turn reports to the Associate Vice President for Research and Academic Affairs.

cc: ~~Executive Team~~
Academic Department Heads

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November 10, 2004

MEMORANDUM

To: **Chair – Dr. William Seitz, Professor and Head, Marine Sciences**
Dr. Tammy Holliday, Assistant Vice President for Research and Graduate Studies, Ex Officio
Dr. Donna Lang, Assistant Vice President, Academic Services, Ex Officio
Dr. David Wentling, Director, Graduate Programs, Ex Officio
Dr. Wyndylyn vonZharen, Professor, Marine Sciences
Dr. William McMullen, Professor and Interim Head, Maritime Administration and Marine Transportation
Dr. Fred Pearl, Assistant Professor, General Academics
Dr. Gil Rowe, Professor and Head, Marine Biology
Dr. Don Harper, Professor, Marine Biology
Dr. André Landry, Professor, Marine Biology
Dr. Fred Schlemmer, Associate Professor, Marine Sciences
Dr. Gary Gill, Professor, Marine Sciences
Dr. Tom Schmalz, Professor, Marine Sciences
Dr. Vijay Panchang, Professor and Head, Maritime Systems Engineering and Interim Head, Marine Engineering Technology
Ms. Jessica Beck, Graduate Student, GGSA

From: Dr. James M. McCloy, Vice President for Research and Academic Affairs

Subject: Graduate Instruction Committee

I ask that you serve on the Graduate Instruction Committee for fiscal year 2004-2005. The committee serves as an advisory committee to the Associate Vice President for Research and Academic Affairs on policy issues that may arise with respect to graduate programs at TAMUG or that are referred to the committee for action by the TAMUG Research and Graduate Studies Office or the TAMU Office of Graduate Studies.

If you cannot serve, please contact me immediately. In advance, thank you.

xc: ~~Executive Team~~
Academic Department Heads

J. McCloy

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November 10, 2004

MEMORANDUM

To: Chair – Dr. Glenn Jones, Professor, Marine Sciences
Capt. Michael Miller, Lecturer, Marine Transportation
Mr. Steve Conway, Director, CIS
Dr. Sam Mark, Assistant Professor, General Academics
Dr. Stephen Curley, Professor, General Academics
Mr. Vito Ciminello, Lecturer, Maritime Administration
Dr. Jun Jin, Assistant Professor, Maritime Systems Engineering
Mr. Raresh Pascali, Sr. Lecturer, Marine Engineering Technology
Dr. Jay Rooker, Associate Professor, Marine Biology
Ms. Natalie Wiest, Director, Library
Ms. Kimberly Roberts, Graduate Student Representative
Ms. April Justice, Student Representative, MARA
Ms. Kelly Cleaver, Student Representative, MART

From: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

Subject: Library Committee

I ask that you serve on the Library Committee under the Chairmanship of Dr. Glenn Jones for fiscal year 2004-2005. If for some reason you cannot serve, please contact me at your convenience so I can make a replacement.

The charge to the Committee is:

Advise the Associate Vice President for Research and Academic Affairs and the Director of the Jack K. Williams Library on topics affecting the usefulness and general operation of the library, including collection development.

Also, I ask that you continue to visit the Library Strategic Plan, which has as its number one goal the “best possible collection and utilization” which will need to include reviewing the library journal fund distribution formula.

Thank you in advance for agreeing to serve on one of the most important committees at TAMUG. If I can be of assistance, please do not hesitate to contact me.

xc: Executive Team
Academic Department Heads

J. McCloy

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MEMORANDUM

To: Chair – Dr. Thomas Schmalz, Professor, Marine Sciences
Dr. Stephen Curley, Professor, General Academics
Dr. Gary Gill, Professor, Marine Sciences
Dr. John Schwarz, Professor, Marine Biology
Dr. Bernd Wursig, Professor, Marine Biology

From: Dr. James M. McCloy, Vice President for Research and Academic Affairs

Subject: Promotion and Tenure Review Committee - TAMUG

J. McCloy

I ask that you serve on the Promotion and Tenure Review Committee - TAMUG for fiscal year 2004-2005. The Promotion and Tenure Review Committee - TAMUG will review departmental committee recommendations for promotion and tenure. The committee must submit a written report with their recommendations based on the primary issues that convinced members to vote one way or another, as well as their vote. The report must be sent to the Associate Vice President for Research and Academic Affairs.

If you cannot serve, please contact me immediately. In advance, thank you.

cc: Executive Team
Academic Department Heads

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November 10, 2004

MEMORANDUM

To: Dr. Randall Davis, Professor, Marine Biology
Dr. Tim Dellapenna, Assistant Professor, Marine Sciences
Dr. Markus Horning, Associate Research Scientist, Marine Biology
Dr. Chris Marshall, Assistant Professor, Marine Biology
Dr. Vijay Panchang, Professor and Head, Maritime Systems Engineering and Interim Head,
Marine Engineering Technology
Dr. Fred Pearl, Assistant Professor, General Academics
Dr. Tom Schmalz, Professor, Marine Sciences

From: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

Subject: Research Advisory Council

You have been appointed to the Research Advisory Council for fiscal year 2004-2005. This council advises the Vice President and CEO on the development of the TAMUG research program and procedures for allocation of resources related to research.

The Associate Vice President for Research and Academic Affairs will serve as chair.

Membership Term

Jim McCloy	Chair
Randy Davis	FY05-FY06
Tim Dellapenna	FY03; FY04-FY05
Markus Horning	FY03-FY04; FY05-FY06
Chris Marshall	FY04-FY05
Vijay Panchang	FY03; FY04-FY05
Fred Pearl	FY03-FY04; FY05-FY06
Tom Schmalz	FY03-FY04; FY05-FY06
Tammy Holliday	Executive Officio

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November 10, 2004

MEMORANDUM

TO: Chair – Ms. Natalie Wiest, Director, Jack K. Williams Library
Mr. Craig Bateman, Lecturer, Maritime Systems Engineering
Mr. Dennis Carlton, Director, Financial Aid
Ms. Sue Davis, Staff Accountant-Accounts Receivable, Financial Management Services
Ms. Patricia Edwards, Academic Advisor I, Academic Enhancement
Dr. Joe Knox, Lecturer, Maritime Administration
Mr. Jordan Lewis, Academic Advisor I, Academic Enhancement
Dr. Samuel Mark, Assistant Professor, General Academics
Mr. Raresh Pascali, Senior Lecturer, Marine Engineering Technology
Dr. Jay Rooker, Associate Professor, Marine Biology
Dr. Fred Schlemmer, Associate Professor, Marine Sciences
Mr. Todd Sutherland, Director, Student Life
Ms. Sarah Torres, Assistant Director, Admissions and Records

FROM: Dr. James M. McCloy, Associate Vice President for Research and Academic Affairs

SUBJECT: Scholarship and Awards Committee

I ask that you serve on the Scholarship and Awards Committee under the chairmanship of Ms. Natalie Wiest for fiscal year 2004-2005. The Scholarship and Awards Committee reviews scholarship and awards programs of the university and recommends the distribution of scholarship funds.

If you cannot serve, please contact me immediately. In advance, thank you.

xc ~~Executive Team~~
Academic Department Heads

J. McCloy