

## Undergraduate Recruiting and Scholarship Committee Rules

These bylaws govern the election and charge of the Undergraduate Recruiting and Scholarship Committee (UGRSC). The bylaws were written in October 2021 based on practices established since FS18. The bylaws were circulated for amendments, discussed, and approved by the current members of UGRSC (Dr. S. Grubbs, Dr. V. Mochalin, Dr. R. Wang).

Draft (Version 4.0: 02/24/2022)

### Composition, Election, Meetings and Updates of Rules

**Composition and Election:** The Chemistry Department Undergraduate Recruiting and Scholarship Committee (UGRSC) shall have 4 members. The committee will be chaired by the Department of Chemistry Associate Chair for Undergraduate Education (DoC-ACUE). The other 3 committee members shall serve 3-year terms. The committee should include one faculty serving his/her first year on the committee, one faculty serving his/her second year on the committee, and one faculty serving his/her third year on the committee. The ranking faculty member of the committee will serve as alternate committee chair.

Each 3-year term starts on August 1 and ends on July 31. Beginning in SP22, one new member will be assigned by the DoC Chair at the end of the spring semester (April or May) and this newly assigned faculty will commence committee work on August 1. The DoC Chair may delegate the assignment of the new UGRSC member to the Associate Chair for Undergraduate Education. The current committee is chaired by the DoC Associate Chair for Undergraduate Education (currently Dr. Jeffrey Winiarz) and shall be chaired by the faculty designated as the DoC-ACUE as long as the DoC-ACUE position is occupied. In the event that there is no serving DoC-ACUE, the committee shall be chaired by the ranking member. In the current rotation, Dr. Mochalin shall be rotated off the UGRSC in SP22 followed by Dr. Wang in SP23 and Dr. Grubbs in SP24. Every regular faculty of any rank may be assigned to the Undergraduate Recruiting and Scholarship committee. The outgoing ranking UGRSC member is not eligible to stand for immediate reassignment. The assignment will be reported in faculty meeting minutes or via email to all faculty and posted on the DOC website.

**Regularly Scheduled Committee Meetings:** During the academic year the committee shall meet at least once per month at a regularly scheduled time. The committee may determine the meeting time for each semester as they see fit, and the meeting time must be posted on the DOC website by the end of August and January. The Chair of the committee will work with members to find an agreeable time.

**Annual Review of the USRC Rules:** This document contains numerous URLs which may change over time. In the very first meeting of every new academic year, the integrity of the URLs shall be verified. As needed, the document shall be updated, and the updated version of the document shall be added by the S&T Chem Webmaster to the page at <https://chem.mst.edu/academic-programs/undergraduate-programs/> while retaining the link to the previous version.

### Creation and Maintenance of Recruiting Materials

**Mission Statement:** A three-paragraph online mission statement about both the undergraduate and graduate programs. Created by the Chair in AY20/21 with contributions by the Personnel Committee. Recommendations for revision of the Mission Statement can be proposed by UGRSC working in collaboration with GRC (Graduate Recruiting Committee).

<https://chem.mst.edu/academic-programs/missionsynergiesofresearch-centeredlearning/>

**“The WHY Flyer”:** A one-page flyer to address the prompts “WHY Chemistry” and “WHY Chemistry at S&T”. Created in SP21 by Kari Knobbe and the Chair. Updated annually in the months prior to the phonathon event UGRSC. The flyer is to be printed by the Print Shop. Part of the recruiting folder.

<https://drive.google.com/file/d/1YhZ8HfuPZWad2plxzGbiWH7PJCI3tIDl/view>

**“Phonathon” Fact Sheet:** A one-page fact sheet with highlight information to promote the Department of Chemistry during fund-raising push aimed at alumni. Updated annually in the months prior to the phonathon event by UGRSC in collaboration with the Department Office. Printed in the office. Part of the recruiting folder.

<https://drive.google.com/file/d/1OVtBKIG3LsRIkdZ43qIVRBh6CZOspVml/view>

**“Recruiting” Fact Sheet:** A double-sided, half-page fact sheet with baseline information to promote the Department of Chemistry in undergraduate recruiting efforts. Updated annually in the months prior to the phonathon event by UGRSC in collaboration with the Department Office. The fact sheet is to be printed and cut to size by the Print Shop. Part of the recruiting folder.

<https://drive.google.com/file/d/1r5nVDV9mOVuPCwDBQ4CUco2BGGJvrq9n/view>

**“Undergraduate Program Flyer”:** Created by UGRSC. One new flyer to be created every two years (if not every year). The AY20/21 flyer has been in production since FS20 without being completed. Upon completion of the AY21/22 flyer, the flyer will be posted as part of “thumbnail row” on the front page of the DOC website. The flyer is to be printed by the Print Shop. Hardcopy is part of the recruiting folder.

### Active Recruiting

**Participation in and Organization of Active Recruiting Events including “Open House”, “Discover Day”, etc.**

**“Open House”:** Typically occurs approximately three times per semester. It will be the responsibility of the Chair of the UGRSC to communicate with the Department of Admissions (current POC = Tyler Johnson) to be aware of when Open Houses are scheduled and to ensure that the event is covered. Preferably coverage would include a faculty member as well as a graduate and/or undergraduate student. The event typically consists of a 45-minute visit to the department. Prospective students and their families will be dropped off at the DoC by a representative of the Department of Admissions at a location provided by the DoC faculty, typically 104 Schrenk Hall. It will further be the responsibility of the Chair of the UGRSC to ensure that a meeting room has been reserved. Faculty receive service credit in their annual review and students are rewarded with a \$10 gift certificate, currently to Panera.

**“Discover Day”:** Typically occurs approximately seven times per semester. It will be the responsibility of the Chair of the UGRSC to communicate with the Department of Admissions (current POC = Tyler Johnson) to be aware of when Discover Days are scheduled and to ensure that the event is covered. Preferably coverage would include a faculty member as well as a graduate and/or undergraduate student. The event typically consists of a 45-minute visit to the department. Prospective students and their families will be dropped off at the DoC by a representative of the Department of Admissions at a location provided by the DoC faculty, typically 104 Schrenk Hall. It will further be the responsibility of the Chair of the UGRSC to ensure that a meeting room has been reserved. Faculty receive service credit in their annual review and students are rewarded with a \$10 gift certificate, currently to Panera.

**“S&T Roadshow”:** This is a brand-new concept just implemented and, as of yet, has not been staffed by the DoC. Typically occurs approximately fifteen times per semester. It will be the responsibility of the Chair of the UGRSC to communicate with the Department of Admissions (current POC = Cathy Tipton) to be aware of the schedule of S&T Roadshow events and to offer up volunteers as available and/or needed. These events will require the presence of only a couple of faculty from the entire campus and regular participation will not be expected. These events take place in cities that will require a significant degree of travel. Attending the events will involve speaking with prospective students and their families. This participation will be similar to an open house information fair. Students will approach your table and ask questions about degree programs, academic classes, research, faculty/student interaction, etc.

### Scholarships and Awards

**Annual Review of Scholarship Criteria:** While scholarships for incoming freshmen are assigned automatically, continuing students need to (re-)apply every year. The majority of the applications open on October 1 and remain open through February 1 of the following year. Students do not need to apply for each scholarship option separately. Instead, students complete one general departmental application and SFA will then match the students to the appropriate scholarships. Chemistry majors shall be alerted 2-4 weeks prior to any upcoming deadlines for scholarship renewals.

Scholarship guidelines for incoming and continuing undergraduate students are determined by USRC and posted on DOC’s scholarships web page. Eligibility guidelines need to be reviewed annually based on scholarship account balances. If changes are needed, UGRSC needs to come to a consensus.

SFA will assign scholarships and amounts to students and share the recommendations with the department for approval. The Chair of UGRSC will review the assignments and either approve or recommend alternatives to SFA.

In case there exists a discrepancy between the amount posted on the DoC website and the awarded scholarship amount, students are encouraged to contact the Chair of the Scholarship Committee via email to [chem@mst.edu](mailto:chem@mst.edu).

<https://chem.mst.edu/student-opportunities/scholarships/>

**Annual Implementation of the Undergraduate Summer Research Scholarship (UGSRS) Program:** The Department of Chemistry at Missouri S&T offers scholarship supported summer research opportunities to S&T chemistry majors at all levels. It is anticipated that up to 10 scholarships will be awarded each summer distributed over the largest possible number of research groups. One of the students will be supported by the *Carey and Christine Bottom Endowed Scholarship*, one will be supported by the *FCR Endowed Undergraduate Research Fellowship Fund in Chemistry* (beginning in SU22), and the other students will be supported by *Peter H. Pietsch Memorial Scholarships*, *Wouter Bosch Endowed Scholarships*, and *William Hamlet Webb Endowed Scholarships*.

Every year in September, UGRSC shall review the amounts of the research scholarships and work with the S&T Chem Webmaster to update the UGSRS Program website in preparation for the competition for the summer of the following year.

Every year at the end of the spring semester and with UGSRS recipients determined, UGRSC shall prepare a WORD file that contains information in Table format about the scholars, the mentors, the research topics, the scholarship sources, and the scholarship amounts. (See previous postings for format.)

<https://chem.mst.edu/student-opportunities/ugsrs-program-application/>

<https://chem.mst.edu/student-opportunities/ugrsr-program-activities/>

**Annual Selection of DOC Awardees:** As a formality, the *Undergraduate Recruiting & Scholarship Committee* oversees the Freshman-Senior awards selection. Freshman with a GPA of 4.0 receive an additional recognition, the “YEAR Freshman *Primus inter Pares* Scholastic Achievement Award (where “year” is the current year)”. For details, see “Undergraduate Student Awards” on the “DOC Awards” website.

Each awardee receives a certificate. *Primus Inter Pares* awardees receive a certificate and additional scholarship support from the Department of Chemistry in the amount of \$100. The *Undergraduate Recruiting & Scholarship Committee* will work with SFA to determine the most suitable sources.

<https://chem.mst.edu/student-opportunities/docawards/>

**Annual Selection of ACS Undergraduate Award Nominees:** The annual ACS Undergraduate Awards are intended to recognize and honor talented young chemists across the country who display an aptitude for a career in their field. Awards are offered in four divisions: organic (2), inorganic, analytical, and physical chemistry. Recipients receive a certificate and an honorary membership in the ACS division of which their award is granted.

Nominations are submitted by the Chair of the Department based on recommendations by the divisions. UGRSC shall work with the division heads to ensure that a wide net is cast in the candidate selection, that is, students may be eligible for recognition in a division that might not be the primary divisional association of their research advisor. UGRSC shall ensure that at least one candidate will be selected for every possible award.

A high-quality color scan shall be generated of each award certificate and this scan will be forwarded to the S&T Chem Webmaster so that the certificate can be linked to the ACS award page on the DOC website.

<https://chem.mst.edu/student-opportunities/acsawards/>

### Student Progress Tracking Activities

**Semester-wise Tracking of Undergraduate Alumni Next Steps:** The department needs to file periodic and annual reports to the American Chemical Society.

The annual reports inquire about student numbers, gender identity (male, female, non-binary/third gender), nationality (domestic/perm. Resident, international), race & ethnicity (Asian American, Black/African American, Native American/Alaskan Native, Pacific Islander/Native Hawaiian, Hispanic/Latinx, Two or more races/Ethnicity, White Non-Hispanic, Unknown), social status (i.e., first generation) of graduating students.

The periodic reports inquire about next steps taken by the B.S. students. How many B.S. graduates in the past 6 years went on to Graduate School or Professional School? How many B.S. graduates in the past 6 years found employment in: Government, Nonprofit, NGO, Self-employed, Industry, Teaching, Seeking Employment, Other, Unknown.

UGRSC is charged with developing a process to collect these data either from S&T records and/or by interviewing students (if they are willing to provide), collecting these data from the cohorts of every graduation (FS, SP, SU) in a given Academic Year, and recording these data in an Excel file that will be kept in the Department Office. The Excel file should have one sheet for every Academic Year beginning with AY21/22.

**Annual Reformation of the Undergraduate Advisory Council:** CASB departments have been charged by the Dean's Office to stand up a departmental Undergraduate Advisory Council (UAC).

The Undergraduate Advisory Council will be made up of 4-10 students in the Department of Chemistry. The purpose of the council will be to generate ideas for student success and to facilitate direct communication between the Chair of the Department of Chemistry and the students. Each campus within the UM System and each college at S&T is required to generate ideas of how to increase retention rates and improve graduation rates, focusing on "areas of concern, pedagogical issues, technological problems, unsound business practices, policies and procedures that are detrimental to improving retention and graduation rates."

DOC created its first UAC in AY19/20 and created a DOC website to communicate membership, meeting schedules, etc. Ideally, UAC will refresh its membership and operate on its own. Otherwise, UGRSC needs to initiate the group's reformation in the fall semester of a given academic year. For example, UAC became dormant in AY20/21 and was recreated by a call for members by the Chair of DOC targeting beginning chemistry majors in CHEM 1110 and all chemistry majors via the UG email list.

<https://chem.mst.edu/student-opportunities/ug-council/>