

## MSE's Advisers and Committees for Fall 2022 and Spring 2023

Undergraduate Matters	Fall 2022	Spring 2023
<b>Associate Chair for Undergraduate Studies,</b> Head Undergraduate Adviser Chair, Undergraduate Curriculum Committee	Scott	Scott
<b>Undergraduate Curriculum Committee</b> Members	Chrzan Devine Healy Sherburne Xu X. Zheng Kohzad	Chrzan Devine Healy Sherburne Xu X. Zheng Kohzad
<b>Undergraduate Advisers</b> +MSE/BioE +MSE/EECS +MSE/ChemE +MSE/ME & NE Summer MSE Minor	Healy Dubon Xu Devine Martin Martin	Healy Dubon Xu Devine Martin Martin
<b>Undergraduate Admission/Transfer Committee</b> Adjudicator Reviewer	Devine Yao	Devine Yao
<b>ABET Committee</b> Chair Member	Sherburne Chrzan	Sherburne Chrzan

Graduate Matters	Fall 2022	Spring 2023
<b>Associate Chair for Graduate Studies,</b> Head Graduate Adviser Chair, Graduate Academic Affairs Committee Chair, Graduate Curriculum Committee	Wu	Wu
<b>Graduate Academic Affairs Committee</b> Members	Ceder Chrzan Minor Ritchie Castro	Ceder Chrzan Minor Ritchie Castro
<b>Graduate Curriculum Committee</b> Members	Ager Minor Messersmith Omar Yao Castro	Ager Minor Messersmith Omar Yao Castro

<b>Graduate Major Field Advisers</b> Students entering 2022-23 Students entering 2021-22 Students entering 2020-21 Students entering 2019-20 Students entering 2018-19 Students entering 2017-18 Students entering 2016-17	Ritchie Healy Wu Al Balushi Wu Scott Minor	Ritchie Healy Wu Al Balushi Wu Scott Minor
<b>Graduate Admissions, Fellowship, &amp; Recruitment Committee</b> Chair Recruiting Director Member Member Member Member Member Member 5 <sup>th</sup> -Year B.S./M.S. + M.Eng.	Ceder Al Balushi Chrzan Omar Yao H. Zheng X. Zheng Castro Sherburne	Ceder Al Balushi Chrzan Omar Yao H. Zheng X. Zheng Castro Sherburne
<b>Director of Masters Degree Programs</b>	Sherburne	Sherburne
<b>Faculty Advisor for Graduate Student Instructor Affairs</b>	Messersmith	Messersmith

Department Wide	Fall 2022	Spring 2023
<b>Seminar Series and Named Lectures Committee</b> Chair Member Member Member	Al Balushi Asta Omar Persson	Al Balushi Asta Omar Persson
<b>Faculty Awards Committee</b> Chair Member Member Member Member Member	Ramesh Asta Ceder Healy Ritchie Salmeron	Ramesh Asta Ceder Healy Ritchie Salmeron
<b>Student Awards Committee</b> Chair Member Member Member	Ager Dubon Xu Yao	Ager Dubon Xu Yao
<b>Student Relations Committee</b> Chair Member Member Member Ex Officio, Assoc. Chair Undergraduate Studies Ex Officio, Assoc. Chair Graduate Studies	Xu Dubon Persson X. Zheng Scott Wu	Xu Dubon Persson X. Zheng Scott Wu

<b>Equity Advisors</b>	Yao Scott	Yao Scott
<b>Fundraising &amp; Development Committee</b>		
Chair	Martin	Martin
Member	Ceder	Ceder
Member	Persson	Persson
Member	Ramesh	Ramesh
Member	Wu	Wu
Member	Estrada	Estrada
<b>Building Safety Committee</b>		
Chair	Xu	Xu
Member	Teverbaugh	Teverbaugh
Member	Kumai	Kumai
Member	Southard	Southard
<b>Space Committee</b>		
Chair	Asta	Asta
Member	Chrzan	Chrzan
Member	Messersmith	Messersmith
Member	Ritchie	Ritchie
<b>Web Oversight Committee</b>		
Chair	Martin	Martin
Member	Castro	Castro
Member	Estrada	Estrada
Member	Kohzad	Kohzad

## Committee and Position Charges (June 2, 2022 Version)

The following provides brief charges for the various Departmental committees and positions. These are not meant to be all encompassing, but merely provide a short summary of typical activities. The qualifier in parentheses is meant to reflect the average workload of the committee or position in a typical year relative to other Department committee service (this value can, of course, vary as different tasks arise). Committees/positions are listed in alphabetical order.

### ***ABET Committee (Low, except in ABET years when it is High)***

This committee shall oversee the ABET accreditation of the Department. This process, which takes place every 6 years (or more frequently if needed), requires the production of a written document and the collection and analysis of course materials, course evaluations, hosting program evaluators, etc. The committee will work, in conjunction with the Chair, Associate Chair for Undergraduate Studies, and the Undergraduate Curriculum Committee (who will serve as supporting members in accreditation years) to complete the process.

### ***Associate Chair for Graduate Studies (High)***

An associate chair is an appointed member of faculty who works with the chair of the department but carries out a distinct scope of work (in other words, the associate chair's responsibilities are separate from but complementary to the responsibilities of the department

chair). The associate chair will remain a member of the faculty during his/her tenure; this is not a formal administrative position. The Associate Chair for Graduate Studies is responsible for, at a minimum, the following tasks: serving as Head Graduate Adviser; serving as Chair or the Academic Affairs Committee; serving as Chair of the Graduate Curriculum Committee; serving as the representative to the College Graduate Studies Committee; serving as an *ex officio* member of the Graduate Admissions, Fellowship, and Recruitment Committee; representing the Department (w/Chair) at graduate student events/town halls/recruiting; supporting fundraising efforts related to graduate programs; serving (periodically) as back-up Chair, in the Chair's absence; etc. The Associate Chair for Graduate Studies will be primarily supported by the Graduate Student Services Advisor.

#### ***Associate Chair for Undergraduate Studies (High)***

An associate chair is an appointed member of faculty who works with the chair of the department but carries out a distinct scope of work (in other words, the associate chair's responsibilities are separate from but complementary to the responsibilities of the department chair). The associate chair will remain a member of the faculty during his/her tenure; this is not a formal administrative position. The Associate Chair for Undergraduate Studies is responsible for, at a minimum, the following tasks: serving as Head Undergraduate Advisor; serving as Chair of the Undergraduate Curriculum Committee; serving as the representative to the College Undergraduate Studies Committee; representing the Department (w/Chair) at undergraduate student events/town halls/recruiting; supporting fundraising efforts related to undergraduate programs; serving (periodically) as back-up Chair, in the Chair's absence; etc. The Associate Chair for Undergraduate Studies will be primarily supported by the Undergraduate Student Services Advisor.

#### ***Building Safety Committee (Low)***

This committee shall oversee the safe operation of the Hearst Memorial Mining Building, the Department efforts therein, and the safety of the students, staff, and faculty who work in the building. This will include, among other things, addressing one-off safety issues, responding to EHS, public health, or other guidance/recommendations for safe work and implementing those efforts in the building, and more.

#### ***Equity Advisers (Low)***

Each Department in the College is to have at least one faculty member who serves as an equity adviser, providing an important resource for students. Students who have ideas for how to advance equity and inclusion in their Department or in the college are encouraged to share them with the equity adviser. The equity adviser also serves as a point of contact for support if a student has an experience that has made them feel excluded (either initiated by a professor, GSI, peer, or staff member). At the request of the student, these conversations will be confidential and/or anonymous. An equity adviser will also provide feedback and oversight for all faculty search processes.

#### ***Faculty Adviser for Graduate Student Instructor Affairs (Low)***

This position is required by the Graduate Division and the duties of this position are outlined [here](#). This individual is the primary liaison between the Graduate Division and Department faculty and GSIs in all matters pertaining to GSIs. The adviser's most important functions are to coordinate the flow of information among these three bodies and to contribute to the preparation of GSIs for teaching at UC Berkeley and in future careers. Responsibilities include (among other things): to coordinate and promote Department efforts to prepare, supervise, and evaluate GSIs; to be actively aware of all policies and regulations concerning GSIs,

whether they originate in the University, the campus, or in the Department, and to communicate these policies and regulations to Department faculty and GSIs; to inform GSIs and Department faculty of the programs and services offered by the GSI Teaching & Resource Center and other resources on campus that can assist GSIs in their teaching; to be available to GSIs teaching in the Department for consultation and advice on matters of policy and regulations, on pedagogical matters, and in cases of conflict with supervising faculty members; to attend both the fall and spring meetings for Faculty Advisors for GSI Affairs and to bring information from that meeting back to the Department.

***Faculty Awards Committee (Medium)***

This committee shall support the nomination of Department faculty (at all stages of their career) for awards (from funding agencies, professional societies, etc.). The committee will both proactively consider potential nominees and work with those individuals to complete applications and passively respond to requests from faculty for support in nominating them for viable awards/honors. When appropriate, the committee can/will directly nominate an individual for an award or they can coordinate nomination processes with outside members of the faculty member's community.

***Fundraising and Development Committee (Medium)***

This committee shall support the articulation, pursuit, and realization of fundraising efforts. The committee shall develop Department goals for philanthropy, develop materials to support the presentation of those ideas, meet with and develop potential donors to support these areas, work with the College Fundraising group to realize outcomes, and (broadly) complete efforts to raise funds to support the day-to-day function of the Department.

***Graduate Academic Affairs Committee (Medium)***

This committee shall, as outlined in the Graduate Student Manual, supervise and approve all graduate academic programs. While students will be directly guided and advised by a *major-field advisor* and the *research supervisor*, this committee (chaired by the Associate Chair for Graduate Studies who is, by default, the Head Graduate Advisor) will address issues that arise should a student who, through perfectly reasonable processes, finds themselves at odds with departmental policies. In such cases, the committee, on behalf of the faculty, has the authority to waive the policies in the graduate manual and adopt a reasonable plan for the student. The Chair of the committee also signs or makes requests to the Graduate Division on matters concerning graduate enrollment, degrees, progress, and financial aid, and will, as appropriate, act as an advocate of the student on matters dealing with the Graduate Division. This committee is responsible for regularly reviewing and updating the Graduate Student manual, with a full review being completed every three years.

***Graduate Admissions, Fellowship, and Recruitment Committee (High)***

This committee shall oversee and administer the application, review, admission, and subsequent recruitment of graduate students to the Department. Membership on this committee represents an above average service commitment to the Department. The committee will be chaired by a single faculty member who is responsible for the overarching activities of the Committee. This individual's primary focus will be on the application, review, and admissions process. The committee will also have a member who serves as the Recruiting Director. The Recruiting Director participates in the overall process, but has the added responsibility that they will oversee, organize, and institute the process of student recruiting (including, but not limited to, working with staff and student organizers to plan and implement the recruiting efforts/events). It is envisioned that the Recruiting Director will start

efforts much earlier in the year than done previously and in parallel with the review and admissions process. These leaders will coordinate efforts of the wider faculty and committee to review applications, make admissions, assess/review/implement plans for increasing diversity in the student body, and plan/implement recruiting efforts. General committee members will be expected to comprehensively review a minimum of ~100 applications to receive full credit for committee service.

***Graduate Curriculum Committee (Medium-High)***

This committee shall propose and review potential graduate curriculum and curricular changes, review modifications of existing or newly proposed courses, advise the Department on graduate programs, and prepare graduate curricular changes for review by the Graduate Studies Committee in the College. While proposed new courses and changes to existing courses can be reviewed/approved by the Committee, proposed changes to major requirements must be presented to and approved by a vote of the faculty of the Department.

***Graduate Major Field Advisers (Low)***

As outlined in the Graduate Student Manual, the Major Field Adviser is assigned at the time of entrance into the graduate program for an entire incoming class. If the student's research supervisor is the same as his/her major field advisor, then he/she cannot serve as his/her major field advisor. The major field advisor has the practical responsibility of advising students about their academic programs and ensuring that they are aware of and are following the guidelines and policies of the Department, the College, and the University. The major field advisor has the following responsibilities: reviews the student's course curriculum and insures that it includes the required or core courses and others that are appropriate to the student's interests and background; approves the courses to be taken; monitors compliance with the departmental regulations regarding scheduling of the preliminary and qualifying examinations; assists in the preparation and approval of the formal program of study card that lists the course curriculum, the intended research topic, and the research advisor; reviews and forwards any proposed changes in the program of study to the AAC. In the normal course of events the major field advisor simply acts for the AAC in guiding the student. In cases where the student wishes to change fields or comes to what appears to be major differences of opinion with his or her major field advisor, the student has the right to request a review and decision from the AAC.

***Seminar Series and Named Lectures Committee (Medium)***

This committee shall oversee, organize, plan, and implement the Department Seminar Series and Department Named Lectures (e.g., Dow Lecture, PPG Distinguished Lecture). The committee will be responsible for planning efforts well in advance (in some cases perhaps a year or more), soliciting names/nominations for speakers from the Department, selecting speakers, inviting speakers, coordinating visits, soliciting faculty support for meetings (both from MSE and outside), etc. Furthermore, one member of the committee will be the instructor of record for the MSE 299 seminar course and will oversee the administration, grading, etc. of this course.

***Space Committee (Low-Medium)***

This committee shall serve in an advisory role to the Chair to address issues related to the Department's teaching, research, office, etc. space in Hearst Memorial Mining Building. Among other efforts, this committee will review/evaluate allocation of student bay seating, will review and make recommendations on efficient use of space as it pertains to teaching (classrooms, labs), research, and beyond.

### ***Student Awards Committee (Low)***

This committee shall review and make recommendations, with support from the Department staff, for student awards. These awards include (in alphabetical order):

- **Albert B. and Ruth M. Steves Research Fund (Undergraduate/Graduate):** This award is open to men and women, regardless of race, creed or national origin. However, it is restricted to citizens of the United States. Recipients shall be selected from those students enrolled in the College of Engineering who are conducting research in the field of energy (preferably dealing with hydrocarbons — oil, shale, oil sands, coal, oil and gas recovery).
- **Blumentkranz Summer Fellowship (Undergraduate):** (Pending confirmation of renewal) This award supports summer research experiences for undergraduates in the fields of "artificial photosynthesis and related sciences, including clean energy." 2022 is the inaugural year and we supported five students. Details on future editions are TBD.
- **Corrosion Award (Undergraduate/Graduate):** This award is supported by an endowment, the payout of which shall be used to support students working in the area of the science of engineering materials and materials deterioration, corrosion of metals, and corrosion control, or successor fields at the University of California, Berkeley. Problems of interest may be broad and interdisciplinary, and the donors specifically recognize that consideration for awards should not be limited to students in the College of Engineering. For example, students in working on relevant research may be considered for the award. Nominations for awards may be proposed by faculty members who know of a student's research interests, activities, promise, and achievements.
- **Departmental Citation Award (Undergraduate):** The Departmental Citation Plan was initiated in 1955 by the Committee on Prizes with the approval and support of the Chancellor. It is open to all departments wishing to participate. An individual major program within Undergraduate and Interdisciplinary Studies (UGIS) also may participate as if it were a department, if it has sufficiently excellent undergraduates who are unlikely to be awarded the citation from any one department. Participation is purely voluntary; any department is free to take up or drop the plan at any time. It is the responsibility of the department to select its recipient for the Departmental Citation. Historically, it has been given to our top academically performing student.
- **Elaine Shen (Undergraduate):** This Prize was established in 1989 to honor Elaine C. Shen, a junior in materials science, who died after undergoing surgery. The family's wishes are that cash awards be given annually to a senior in materials science, preferably to an officer in MSEA.
- **Jing Gui (Undergraduate/Graduate):** Jing Gui received a Ph.D. in Materials Science and Engineering from UC Berkeley in 1991. Jing then worked for Seagate Technology starting as an engineer in R&D. He was eventually named executive director of Advanced Tribology Research. During his tenure with Seagate, Jing earned 59 patents until his untimely death in 2008. His son, Dan Yi Gui, established this prize in 2009 to honor his father Jing Gui's life and to continue his tradition of giving back to Berkeley Engineering. This prize is open to any current undergraduate and graduate students in the Materials Science and Engineering department. Awards will be based on students who demonstrate both academic merit (at least a 3.0 GPA) and financial need.
- **Materials Science and Engineering Graduate Student Equity and Inclusion Fund (Graduate):** This award is to support graduate students in MSE, with a preference for students who are committed to promoting equity and inclusion in MSE. Recipients shall demonstrate a high level of academic distinction.
- **Ross Tucker (Graduate):** The Ross N. Tucker Memorial Scholarship of AIME is a financial award in the amount of \$3,750 made in memory of Dr. Ross N. Tucker, who contributed

significantly to the advancement of the technology of materials used in semiconductor electronics. This award will be made to qualified graduate students who are engaged in research into the use or characterization of semiconductor, magnetic and/or electronic materials. The recipients of this award will be selected on the basis of technical and scholastic excellence in their selected fields of study, interest in cultural activities, and ability to teach and guide associates in their work.

- **Vadensky Award (Graduate):** This award shall be used for financial assistance to students specializing in process metallurgy and mineral dressing (or related fields) in the Department of Materials Science and Engineering at the University of California, Berkeley. This committee will oversee a fair and equitable award process (and when necessary, revisit, revamp, or develop rigorous review criteria and approaches to make awards), notification of the awards to the students, prepare an announcement to the Department community, news, and social media accounts about the awards, and will prepare certificates for the students to commemorate the award. Timing for the awards varies throughout the academic year but most are awarded during the spring semester. Longer term, the development of an Award Ceremony, perhaps to coincide with Big Feast, the Holiday Party, or some other event is desired.

#### ***Student Relations Committee (Medium)***

This committee shall drive efforts to maintain strong relationships with our current undergraduate and graduate students. Members of this committee are expected to organize and attend (along with the Chair and appropriate Associate Chair) yearly (or more frequently as needed) separate Undergraduate and Graduate Town Hall Meetings. Members of this committee will also serve as advocates for student matters or issues, gathering information on the issues, presenting those findings to the faculty, and making recommendations to the faculty and Chair on how to address these matters efficiently and effectively. It is expected that members will follow-up with students after meetings on matters of importance. Members of this committee will also help drum up faculty engagement for student events. Members of this committee will attend at least one graduation ceremony each year and will help coordinate Department efforts for graduation.

#### ***Undergraduate Admissions/Transfer Committee (Low)***

This committee shall, as called upon, review and or adjudicate on decisions of transfer admissions. This has traditionally been handled at the College level, but it appears the campus is no longer taking College input on Transfer admissions decisions. As such, while this committee will remain on the books for AY2022-23, note that should it no longer be needed, we will move to discontinue the committee going forward.

#### ***Undergraduate Advisers (Low-Medium)***

This position shall provide feedback to undergraduate students enrolled in the Department concerning questions related to courses, matriculation, degree progression, student research, summer internships, study abroad, graduation, careers and plans postgraduation, and more. Advisers cannot approve or sign for exceptions to degree requirements, that is done by the Head Undergraduate Adviser, but can provide feedback on proposed plans. Note that students are no longer required to meet with and get approval from advisers prior to scheduling and with support from ESS and other organizations, the depth of effort for the advisers can vary. Proactive engagement with the students on these matters is welcome.

#### ***Undergraduate Curriculum Committee (Medium-High)***



This committee shall review proposed undergraduate curriculum and curricular changes, certify the meeting of undergraduate degree requirements, review modifications of existing or new, proposed courses, advise the Department on undergraduate programs, and prepare undergraduate curricular changes for review by the Undergraduate Studies Committee in the College of Engineering. While proposed new courses and changes to existing courses can be reviewed/approved by the Committee, proposed changes to major requirements must be presented to and approved by a vote of the faculty of the Department.

***Web Oversight Committee (Low)***

This committee shall oversee the continual updating and maintenance of the department webpage.