

I. Basic Facts and Description of the Department of Mathematics Administrative Unit

- a. **Mission:** The administrative staff of the Department of Mathematics supports the faculty, and students in BS, MS and 5 year BS/MS programs in Mathematics and Applied Mathematics, as well as students who are required to take mathematics courses for other majors or for general education. The Department serves over 3000 students per semester.

Goals: The staff provides a variety of services to students as they progress towards degree completion, and to faculty as they perform their professional duties.

- b. **Services:** The administrative unit of the Department consists of the Chair and two Administrative Assistants. Various full-time faculty members receive stipends to serve as Undergraduate Coordinator, Graduate Coordinator, Coordinator of 3450:145 Algebra for Calculus, Coordinator of 3450:149 Precalculus, and Coordinator of 3450:210 Calculus with Business Applications. The Applied Math Research Lab (AMRL in CAS 240) has been administered without compensation or load credit for over 15 years by one professor.

- i. **Work effort of the Chair.** The Chair's duties include class scheduling (10%), enrollment issues (70% - determining initial placement of new students, placing students into full sections, transfer assessments, College Credit Plus students and teachers), faculty support (10%), complaints and inquiries from students and/or parents (1%) and other related matters (9%). These duties are complicated by the fact that the Department serves a variety of constituencies across campus, so the resources of the Department must be balanced appropriately.

- ii. **Work effort of the Administrative Assistants.** Roughly speaking, the breakdown is about 45% clerical (budgets and P-cards, GA paperwork, purchasing, classroom management, student course evaluations, academic program assessments, HPM hiring activities for FT and adjunct faculty, TAARs, PAFs, textbook orders, etc), 10% faculty support (travel, grant management, etc) and 45% direct student support (prerequisite checking for over 1000 students per semester, degree clearance, exceptions, DPRs, etc).

- iii. **Critical Partners.** The staff works

- extensively with academic advisors in Engineering, BCAS, Education, Business and the College Credit Plus office to place students into appropriate courses;
- with the Transfer and Adult Enrollment Center to assess coursework of transfer students;
- with the Registrar's Office to make schedule changes;
- with other units on campus as needed: Physical Plant, Central Stores, Bookstore, DocuZip, Parking, Research Services, other academic units.

- iv. **Customers.** The staff supports 15 TTF, 13 NTT and up to 10 adjuncts per semester. In addition, they perform administrative tasks for about 110-120 majors, over 100 minors and 10-20 graduate students in our MS, BS/MS and Engineering Applied Math PhD programs. Because we offer a large number of service courses, the staff also provides support for the more than 3000 students per semester taking our courses.
- v. **Key Performance Analysis.** In Fall 2016, based on data provided by the Program Review Committee, the office supported the scheduling and completion of about 13,900 student credit hours, making the Department of Mathematics the most productive unit on campus in terms of SCH production. Recent degree production is listed below.

IR Data	AY 12-13	AY 13-14	AY 14-15	AY 15-16	AY 16-17
UG Degrees	16	26	28	29	27
Masters Degrees	12	14	15	17	12

- vi. **Brief Assessment.** The cutback in GA funding has led to a decline of graduate students in the Department to about 50% of previous levels. The increase in Engineering majors over the past few years has led to an increase in the demand for our introductory and intermediate level undergraduate courses.

c. **Resources**

- i. **Personnel.** The Department of Mathematics is in the Natural Sciences Division of the Buchtel College of Arts and Sciences. The office staff consists of the Chair (Dr. Kevin Kreider) and two Administrative Assistants (Pam Hoover and Tony Craig). In Fall 2018, the Department will host 8 Graduate Assistantships for Master’s level graduate students, down from 20-24 in the recent past. In Fall 2018, there will be 15 TTF, 13 NTT, and 7 adjuncts.
- ii. **Financials.** Major categories of expenditures are listed below. In Summer 2017, the interim chair received a stipend in the form of 3 hours of load credit, and was appointed permanent chair in November 2017. The role of 3450:100 Intermediate Algebra Coordinator was eliminated in Fall 2017 when the course moved to Developmental Programs.

	FY14	FY15	FY16	FY17	FY18
Chair salary	\$145040	\$146224	\$147398	\$148572	\$141527
Admin Asst salary (2)	\$84722	\$83792	\$83245	\$77540	\$78481
Operating Budget	\$61924	\$73340	\$42782	\$43249	\$26394
Undergraduate Coord.	\$3000	\$3000	\$3000	\$3000	\$3000
Graduate Coordinator	\$3000	\$3000	\$3000	\$3000	\$3000
100 Coordinator	\$1000	\$1000	\$1000	\$1000	-----
145 Coordinator	\$1000	\$1000	\$1000	\$1000	\$1000
149 Coordinator	\$750	\$750	\$750	\$750	\$750
210 Coordinator	\$750	\$750	\$750	\$750	\$750
Total	\$301,196	\$312,856	\$282,925	\$278,861	\$254,902

- iii. **Equipment and Technology.** The office staff have individual computers, telephones and printers, and for the department there is a common printer and photocopiers in CAS 280 administered by the staff; these are also used by the Department of Computer Science.
- iv. **Space.** The office staff resides in the main office, CAS 220, and we keep one or two small offices for supply storage.

II. Future Plans

- a. **Potential Changes.** Increased coordination efforts with Wayne will result in additional workload in all of the service categories performed by the staff. If the Engineering enrollment continues to increase, this will result in additional staff workload for student support.
- b. **Trends.** Bureau of Labor statistics indicate an increasing demand for math majors and other majors that require mathematical training. The demand for our degrees and courses will remain strong.