MECHENGRDEPT NOTICE 5400

From: Chairman, Mechanical Engineering Department

Subj: PROMULGATION OF APPOINTMENTS IN MECHANICAL ENGINEERING

Ref: (a) MECHENGRDEPTINST 5400.1
    (b) MECHENGRDEPTINST 1531.16D

1. Purpose.

   a. To announce the appointments of Associate Chair, Executive Assistant, and membership and chairs of standing committees, and special assignments for the spring semester of the academic year 2014-15 within the Mechanical Engineering Department.

2. Background.

   a. Reference (a) promulgates the organizational structure of the Mechanical Engineering Department. In the organization, the department Chairman exercises control of department functions through an Associate Chair, Executive Assistant, a Senior Academic Advisor, various committees, and special assignments.

   b. Appointments of faculty members to collateral duties with the Division of Engineering and Weapons, for the Faculty Senate, and as representatives to intercollegiate sports teams are published elsewhere.

3. Mechanical Engineering Department Appointments.

   a. Appointed Positions

      (1) Associate Chair

          CDR Linda Craugh

      (2) Executive Assistant

          LT Jon Angle

      (3) Department Comptroller

          LCDR Lori Goodenough
(4) Mechanical Engineering Program Director

Professor Michelle Koul

(5) Mechanical Engineering Senior Academic Advisor

Associate Professor John Burkhardt

(6) Nuclear Engineering Program Director

Professor Mark Murray

(7) Nuclear Engineering Senior Academic Advisor

Professor Mark Murray

(8) General Engineering Program Director

Professor Rick Link

(9) General Engineering Senior Academic Advisor

Associate Professor Joel Schubbe

b. Standing Committees Professional

(1) Civilian Faculty Mentor & Teaching Performance Review Committee

Professor Keith Lindler (Chairman)
Professor Martin Nelson
Professor Steve Miner
Associate Professor Len Hamilton

(2) Merit Pay Committee

Professor Jim Cowart (Chairman)
CAPT Matt Carr
Professor Martin Nelson
Professor Karen Flack

(3) Midshipman – Faculty Relations Committee

CDR John Schedel (Chairman)
Assistant Professor Emily Huskins – EME Representative
Assistant Professor Samar Malek – EME Representative
CDR Nicole Treeman – ENR Representative
LCDR Jennifer Stimson – EGE Representative
LT Kristofer Womack – EGE Representative
LT Andrew Mueller – MEMAC Representative
LT John Hartsog – MEMAC Representative

(4) Faculty Affairs Committee

Professor Keith Lindler (Chair)
All Full Professors
CAPT Matt Carr (Senior PMP)

(5) Curriculum Committee

Associate Professor Josh Radice (Chair)
Associate Professor Patrick Caton – Fluids/Thermo Representative
Associate Professor Peter Joyce – Mechanics/Materials Representative
LCDR Ethan Lust – Design Representative
Professor Michelle Koul – EME Program Director
Professor Rick Link – EGE Program Director
Professor Mark Murray – ENR Program Director

(6) Program Assessment Committee

Associate Professor Andrew Smith (Chairman)
CDR Mike Toepper – EME Assessment Coordinator
Associate Professor Len Hamilton – EGE Assessment Coordinator
CDR Brad Baker – ENR Assessment Coordinator

c. Assignment Related to Committees

(1) American Society of Mechanical Engineering (ASME)

Faculty Advisor/Officer Rep: CDR Nicole Treeman

(2) Pi Tau Sigma

Faculty Advisor: Professor Mark Murray
Officer Rep: LCDR Lori Goodenough

(3) Society of Automotive Engineers (SAE)

Faculty Advisor: Associate Professor Len Hamilton
(4) American Nuclear Society (ANS)
   Faculty Advisor: Professor Martin Nelson
   Officer Rep: LT John Hartsog

(5) Design Coordinator
   LCDR Ethan Lust

(6) Department Lab Managers within Functional Lab Groups
   Professor Ralph Volino (Fluids)
   CDR Brad Baker (Materials)
   Professor Jim Cowart (Propulsion)
   Professor Colin Ratcliffe (Computer Service Branch)

(7) Fundamentals of Engineering Exam Coordinator/EM380 Coordinator
   CDR John Schedel

(8) Librarian/Educational Materials
   Mr. Marcus Fleming

(9) Department Library Liaison & Conference Room Librarian
   Professor Jim Cowart

(10) Department Safety Training Manager
    LCDR Jennifer Stimson

(11) Honor Representative
    Associate Professor Joel Schubbe

(12) Security Manager
    LCDR Jennifer Stimson

(13) Social Committee
    LT John Hartsog (Chair)

(14) Summer Intern Program/Bowman Scholar Program
    Associate Professor Luksa Luznik

(15) Summer Seminar Coordinator
LCDR Ethan Lust

(16) Department Graduate Programs Advisor

Associate Professor John Burkhardt – EME
Professor Mark Murray – ENR
Associate Professor Joel Schubbe - EGE

(17) Plebe Parent’s Weekend Display Coordinator

CDR Mike Toepper

(18) Summer EM300 Coordinator

LCDR Jennifer Stimson

(19) Department Webmaster

Assistant Professor Ron Warzoha

(20) Summer EM232 Coordinator

CDR John Schedel

(21) Midshipman Research Project Course Coordinator

Professor Marty Cerza

(22) Human Protection Program Coordinator

Professor Colin Ratcliffe

(23) Writing Center Representative

Associate Professor Joel Schubbe

(24) SAPR Representative

Professor Michelle Koul

d. Course Directors.

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<tr>
<th>Courses</th>
<th>Course Directors</th>
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<tr>
<td>EG472 Engineering Design</td>
<td>CDR J. Schedel</td>
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<tr>
<td>EM211 Statics</td>
<td>ASSOC PROF J. Burkhardt</td>
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<tr>
<td>EM215 Intro to Mechanical Engineering</td>
<td>PROF J. Cowart</td>
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<tr>
<td>EM217 Strength of Materials</td>
<td>ASSOC PROF P. Joyce</td>
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<tr>
<td>EM232 Dynamics</td>
<td>ASSOC PROF J. Radice</td>
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<tr>
<td>EM300 Principles of Propulsion</td>
<td>CDR S. Blair</td>
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4. **Action.** Faculty members are requested to become familiar with the duties, responsibilities, and authority of their appointments.

   a. Faculty members are requested to review reference (a), department organization and the other department instructions in order to promote a more thorough understanding of the department organization and the responsibilities of the individuals who comprise the organization.

   Karen A. Flack

Distribution (Electronically)
Division Director
Senior Professor
Mechanical Engineering Faculty