

## 2017-2018 Committee Descriptions

### **Confidentiality Policy**

All SSP members must realize that information obtained during grant, scholarship, and award review is confidential and will honor the well-established guidelines, namely:

1. All applications for grants, scholarships and awards are confidential
2. Contents of any application should not be discussed outside of committee deliberations.
3. Electronic distribution of confidential material should be done in a manner to safeguard intellectual property (IP) and Personally Identifiable Information (PII).
4. SSP members are encouraged to destroy documents with IP and/or PII once they have been archived at the society's office and are no longer needed by the member.

### **2017-2018 Committee & Liaison Descriptions**

The number in curly brackets {} is the committee code.

The letters **S**, **M** or **L** after a committee description indicates the total size of the committee, including the Chair and Chair-elect and the number of other members, even if it is a joint committee. These letters are designated as follows:

**S** - Small: 1 to 3 members

**M** - Medium: 4 to 14 members

**L**- Large: 15 or more members

These are not hard rules. For example, some years a committee designated as medium may have 14 members (Medium) and other years 15 members (Large) or vice versa.

The letter **J** indicates a joint committee with members from the Society for Analytical Chemists of Pittsburgh (SACP) and in the case of the Tripartite and Employment Workshop also the Pittsburgh Section of the American Chemical Society (ACS).

All budget lines are correlated to a 'responsibility committee/individual' which are summarized in next section.

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**Aids-to-Education:** Administers one or several line items from SSP budget. Reviews past success and promise of future relevance to the SSP, processes the award, and makes recommendation to the Executive Council for each item in their purvey (i.e. to remain the same, increase, decrease or be eliminated) in either the current or following year budget. All line-items are handled by one of the sub-committee each of which is composed of two members, the Chair or Liaison and the Chair-elect or Liaison-elect.

### **Sub-Committees and Liaisons**

#### **1. Miscellaneous(S)**

Aids-to-Education Administration {300}  
Aids-to-Education Other {399}

#### **2. Lecture/Symposium Series (S)**

Pittsburgh Conference Lecture – CMU {360}  
Pittsburgh Conference Lecture – Pitt {365}  
Francis Clifford Phillips Lecture - Pitt Chemistry {367}  
Pittsburgh Conference Lecture – Akron {376}  
Metals in Biology Symposium – Duq {490}

#### **3. Junior Science Activities (S)**

PA Junior Academy of Science (Region 8) {392}  
WV Science and Engineering Fair {395}  
WV Regional Science Bowl {398}

#### **4. Educational Support (S)**

Joseph A. Feldman @ Duquesne {320}  
Project SEED - various sites {345}  
Energy, Environment, & Economics Seminar {445}

#### **5. Science Affiliation & Support – No Liaison (s)**

ACS Crucible {255}  
National Chemistry Week {310}  
Amateur Astronomers Association of Pittsburgh {315}  
NOBCChE {326}  
PLU Middle School Workshop & Symposium- Duquesne {883}

#### **6. Science Affiliation Support Handled By Liaisons**

PSTA – Science Workshop {131}  
Society for Applied Spectroscopy (SAS) {250}  
Carnegie Science Center Projects {400}  
Carnegie Science Center SciTech Days {405}  
Carnegie Library of Science & Technology {420}

Carnegie Natural History Museum {422}  
Chemical Heritage Foundation {425}  
Pittsburgh Children's Museum {426}  
DOE Science Bowl {440}  
Ralph N. Adams Award {530}, PITTCON Award

**Arrangements [aka Social Events / Monthly Meetings] {110, 115, 120, 125} (M):**

Makes arrangements for kickoff, wrap-up, and monthly meeting dinners and social hours. Accepts and keeps track of dinner reservations and fees. Maintains and distributes parking vouchers. Members of this committee work at the monthly and award dinners checking in attendees, collecting dinner fees and distributing parking vouchers.

**Computer Software Services {800} (S):** Duplicates and distributes Victor Bendall chemistry software to chemistry teachers around the world and provides access to Journal of Chemical Education web-based software. Also exhibits at the annual Pennsylvania Science Teachers Association annual convention.

**Continuing Education {700} (M):** Develops and presents seminars, workshops, and/or lab tours intended to promote continuing education for the regional technical community and SSP membership. There are generally one or two face-to-face committee meetings where various ideas are "brainstormed" for events as well as email exchanges and/or phone conversations between the committee members and/or potential speakers. The duties of the members of this committee involve obtaining speakers for the seminars and tours, preparing flyers and other documents for publicizing the events, arranging for food for refreshments and lunches for the attendees and assisting at the event.

**December Meeting {130} [SSP is lead in 2017-2018] (L, J):** Plans and organizes joint SSP/SACP December meeting and social event for SSP and SACP members and guests held at one of the local cultural establishments.

**DOE Science Bowl {440} (S):** Managed by a Liaison; administers \$1,000 grant to support the DOE Science Bowl regional competition at the National Energy Technology Laboratory (NETL). This liaison recognizes members of the winning team at the SSP Awards Dinner.

**Edwin Hodge Memorial Award {450} (S):** Administers the Edwin S. Hodge Memorial Scholarship, a \$1,500 award presented to a college bound senior student from Brentwood High School, who has excelled in the school's science program. Recognizes winning student at SSP Awards Dinner.

**Elementary School Science Education Award {460} (L):** Solicits nominations recognizing outstanding science teachers at the elementary school level. Evaluates nominations and selects awardee(s). Recognizes winner(s) at SSP Awards Dinner and presents awardee with a \$1,000 check and certificate.

**Elementary School Science Olympiad Program {500} (M):** The purpose of the SSP Elementary School Science Olympiad Program (ESSOP) is to excite, inspire, challenge, and foster the fun side of science for elementary students of all abilities. The SSP-ESSOP provides information, manuals, training, and grant money for teachers and administrators to promote Science Olympiad programs in their schools or districts. The committee typically meets 4-5 times throughout the year (for 2-3 hours). The two main functions of the Committee are to host a workshop for teachers and administrators (how to apply for the grant and how to begin organizing their Science Olympiad) and secondly to review the grants and process the school orders.

**Employment {860} (M):** This committee works with the Society for Analytical Chemists of Pittsburgh (SACP), the American Institute of Chemical Engineers (AIChE), Pittsburgh Chapter and the American Chemical Society, Pittsburgh Section (ACS) to hold two employment workshops. One is for Chemistry Technicians and the other is for Chemistry Professionals. These workshops are generally held in February. Members of this committee also review job seekers resumes during the workshop and assist the job seekers in resume preparation.

**Executive Council {100, 260, 261, 262, 263} (M):** Membership is defined by Society election results. Chaired by the current Society Chair with the Chair-elect, Secretary, Treasurer, and the Immediate Former SSP Chair rounding out the council (the SSP Administrative Assistant is a non-voting member); is responsible for organizing and managing the Society assisted by all active members and the SSP Administrative Assistant.

**Faraday Lecture Series {810} [SSP is lead in 2017-2018] (L J):** Plans and coordinates, jointly with SACP, all aspects of annual science lecture-demonstration event, attended by about 4000 Western PA high school and middle school students from approximately 70 schools over two days. An evening presentation is available for the general public.

**Financial Affairs {200} (M):** Annually reviews SSP investment portfolio and makes recommendations for changes to SSP Executive Council. Duties expanded in 2015-16 to include establishing and acting on policies for unclaimed property (not-yet-cleared, old checks) and long-term off-site backup of SSP financial (and other) records.

**Herb Retcofsky Spectroscopy Demonstration Series {840} (M):** This program, designed by Herb Retcofsky, consists of various lectures on the basic principles of light, color, and spectroscopy, and is presented to teachers and students of all ages, in the regional area and at state and national science meetings.

**High School Equipment Grants {470} (L):** Solicits proposals for SSP High School Equipment Grants Program, designed to provide science equipment for regional high schools. Evaluates and selects winning proposals. Orders and arranges for delivery of equipment. Recognizes winners at SSP Awards Dinner.

**Historical / Rules / Bylaws / Archives {210} (S):** Maintains records and items of historical interest for the SSP. Reviews and recommends rule and bylaw changes when necessary.

**Improving Laboratory Practices in Education {870} (M):** Develops and conducts workshop topics related to improving laboratory practices in area schools.

**International Science & Engineering Fair (ISEF) {882} (M):** The Intel International Science and Engineering Fair (ISEF), a program of Society for Science & the Public (the Society), is the world's largest international pre-college science competition.

**J. Kevin Scanlon Award for the Promotion of Science Education {580} (M):** Recognizes an educator or retired educator who has made outstanding and continued *unpaid* efforts to enhance science education. The award was established in the year 2000 in memory of one of the SSP's most productive, loyal, and dedicated members. The award consists of a plaque and a \$1000 grant. Recognizes winner at SSP Awards Dinner.

**Keivin Burns Award (For an Outstanding High School Teacher) {480} (M):** Solicits nominations for award, recognizing teachers who typify excellence for the teaching of science at the secondary school level. Evaluates nominations and selects awardee. Recognizes winner at SSP Awards Dinner.

**Mass Spectrometry Discussion Group, MSDG {710} (M):** Acts as "sub-group" within SSP. Develops and presents seminars, short courses, workshops and a manufacturer's night program intended to promote education of local scientists about state-of-the-art theory and practice in all areas of mass spectrometry. This group serves as a focal point for local practitioners to share ideas, problems, and solutions related to their own applications of mass spectrometry.

**Membership and Directory {220} (M):** Coordinates duties with SSP Administrative Assistant in maintaining a current directory of SSP membership, processing new member applications, collecting and logging member dues for forwarding to SSP Treasurer, and ordering new badges.

**Nominating {230} (M):** Prepares slate of candidates to run for SSP offices. Committee normally consists of current and former SSP officers.

**Online Chemistry Educational Resources {830} (M):** Allocates the budget line for Online Chemistry Educational Resources to most effectively support educators within the SSP area of service, at any level, in the teaching and learning of chemistry. These committees (new in 2015-2016) can chose to allocate the budget line to one project or distribute across more than one, where the online resources are used in K-12, higher ed, or informal science education. This committee takes over the budget line for the ChemEd DL project.

**PITTCON College Equipment Grants {430} (L):** Solicits proposals for SSP College Equipment Grants program intended to contribute to the science programs of small colleges and universities within the geographical membership area of the SSP, with less than 7,500 students through grants of up to \$6,000. Evaluates and selects winning proposals. Recognizes winners at SSP Awards Dinner.

**PITTCON College Starter Grant {435} (M):** This is an award given as a grant to newly established research faculty whose interests lie in some area of spectroscopy. Committee members evaluate nominations and make the award.

**PITTCON Planetarium {881} (M J):** Members of this committee transport, setup and operate a portable planetarium for use at schools and other educational institutions. The planetarium allows students to "step into outer space" and observe various constellations and individual stars, regardless of their city, or the time of day. The planetarium is also used for Science Week during PITTCON. New as of 2015-2016: this committee should alternate chairs between the SSP and SACP to best coordinate use of the Planetarium.

**Pittsburgh Conference Memorial National College Grants {510} (PCMNCG) (joint with SACP/, Chaired by 2017(SACP) PITTCON President (L J):** Solicits proposals for PCMNCG program, intended to contribute to the science programs of small college and university undergraduate students throughout the country through equipment grants of up to \$10,000. The committee evaluates and selects winning proposals. A former Pittsburgh Conference President serves as Chair for this committee.

**PRSEF {410} (M):** Administers grant to the Carnegie Science Center to sponsor the Pittsburgh Regional School Science and Engineering Fair (PRSEF). Selects 6 winning student projects for awards in the spectroscopy category at PRSEF at Heinz Field (typically held on a Friday in late March or early April). The committee recognizes winning individuals at SSP Awards Dinner.

**Pittsburgh Spectroscopy Award {520} (PSA) (L):** Solicits nominations for Pittsburgh Spectroscopy Award one year ahead of PITTCON. Evaluates nominations and selects awardees. Makes arrangements for award symposium and reception at the following year's Pittsburgh Conference. SSP also invites the recipient as a speaker for September monthly meeting.

**Publicity, Television and Media {240} (M):** Oversees advertising in the Crucible, SPECKS, etc. in conjunction with the SSP Administrative Assistant. Documents events with pictures and posts on SSP website. Advertises SSP meetings, events and awards with local television stations, local magazines, scientific journals and newspapers as appropriate. Serves as the contact for questions concerning promotion of the Society. Periodically updates the general brochure for the SSP. Staffs an exposition booth for relevant events (e.g., National Chemistry Week, SciTech Days, etc). Orders promotional items with Exec Council approval.

**Ralph N. Adams Award in Bioanalytical Chemistry {530} (M):** This award, instituted by Conference President Daniel Wilson, recognizes significant contributions in the field of bioanalytical chemistry. The recipient will have introduced a significant technique, theory or instrument, or applications thereof, important to the life sciences, and provided an exceptional environment to educate bioanalytical chemists. Ralph N. Adams (1924-2002) exemplified these characteristics as a distinguished professor of chemistry at the University of Kansas. The selection committee includes a member of the SSP. Makes arrangements for award and plaque for presentation at the Pittsburgh Conference.

**SAS Student Award {540} (M):** Solicits nominations and selects SAS student awardee, going to an undergraduate science student for spectroscopy research. The award consists of \$500 and a one-year subscription to *Applied Spectroscopy*. Recognizes the winning student at the SSP Awards Dinner.

**Science Week Pittcon, Joint Committee with the SACP (M)**

Each year through Science Week, Pittcon offers outreach and support programs for science education in the city that hosts its annual convention. Science Week is one way that Pittcon will be supporting and enhancing science education in the Orlando area in 2018. A variety of excellent opportunities will be available to teachers, students, and science educators including: Teacher Workshops, Student Workshops, Science Lectures & Demonstration's and a Grant Program. Committee members will assist the Pittcon - Science Week Chair with establishing teacher and student workshops, outreach to educational institutions and educators in the host city, and/or other activities as directed.

**Technology Forum {720} (M):** Develops and presents an ambitious and innovative series of programs of general technical interest to the SSP membership and to those curious about how things work. The talks are presented at 5:30, before the SSP dinner and monthly meeting.

**Technical Program {730} (M):** Chooses and arranges the technical program speakers at the SSP monthly meetings for September, October, November, January, February, and April. This committee is chaired by the SSP Chair-Elect.

**Tripartite Symposium (joint with SACP and ACS Pittsburgh Section) {740} (M J):** Develops and presents an exceptional quality symposium on a topic that might not normally be within the domain of any of the individual Societies. The symposium is ideally constructed to have a collegial atmosphere to stimulate technical discussions on the subject matter.

**Web Coordinator {243} (S):** Continually reviews the SSP Web page, coordinates with appropriate committees to have updated information posted, and works with PITTCON webmaster to ensure the SSP Web page is always current and correct.

**Chair's Recognition Award {550} and SSP Chair's Recognition Endowment {590}:**

Awarded at the discretion of the current SSP Chair (SSP active members are encouraged to provide the Chair with evidenced-based recommendations for possible awardees, no later than 1-month in advance of the yearly Awards Banquet).