Engineering Technology Program Industrial Advisory Committee By-laws

I. Purpose

The basic purpose of the Industrial Advisory Committee (IAC) will be to assist in fulfilling the mission of the Engineering Technology (ET) Program. The IAC’s role is advisory to the Dean, chair, program coordinator, and faculty in advancing ET program. IAC will assist in setting and accomplishing the program objectives and student outcomes of the ET Program.

II. The objectives

The objectives of the IAC shall include the following:

A. Review the curriculum of the ET Program and provide input as to how it can be strengthened.

B. Advise faculty and administrators to maintain the validity of the ET program educational objectives.

C. Provide guidance in planning and evaluating the activities related to the ET Program.

D. Serve as a resource to students by assisting the ET faculty in finding internship and job opportunities for students and graduates.

E. Help to determine the need for additional external financial support and identify sources of financial support when necessary.

F. Assist the ET faculty and staff in ongoing efforts to continuously increase the quality of the ET Program.

G. Encourage and support ET alumni interaction with the Program.

H. Facilitate interaction between the industries, business community, and the ET Program.

III. Membership

The IAC voting members should have a minimum of five members and a maximum of fifteen members. The voting members shall represent a broad spectrum of the industries, business community, alumni, and educational institutions. IAC members will be nominated by ET faculty, administrators, or current IAC members and will be appointed by the Dean of the school of Math, Science, and Technology in consultation with Department Chair and ET program coordinator. Members will normally be appointed to a two-year renewable term. Decision to renew membership will be made by the Dean in consultation with Department Chair and ET program coordinator. The Dean, Chair, ET faculty, staff and a current student will serve as non-voting members.
IV. Officers

Committee’s Chair: The IAC shall have a Chair who shall be elected by the IAC members and appointed by the Dean. The term of the Chair shall be for two years renewable term. The Chair's duties shall include:

A. Preside at all meetings of the committee.

B. Work with the ET program coordinator and Department Chair in developing the agenda for meetings.

C. Assume other duties as necessary for the effective functioning of the committee.

Vice Chair: The IAC shall have a Vice Chair, who shall be elected by the IAC members and appointed by the Dean. The term of the Vice Chair shall be for two years renewable term. The Vice Chair's duties shall include:

A. Preside at meetings of the committee in the absence of the committee Chair.

B. Assume such other duties as are necessary for the effective functioning of the IAC.

C. Work with the ET program coordinator and Department Chair in developing the agenda for meetings.

Secretary: The IAC shall have a Secretary, who shall be elected by the IAC members and appointed by the Dean. The term of the secretary shall be for a two-year renewable term. The Secretary's duties shall include:

A. Record the minutes of each IAC meeting.

B. Assume such other duties as are necessary for the effective functioning of the committee.

V. Meetings

The IAC shall hold two regular meetings each year. Special meetings may be called as needed. The Chair of the IAC shall preside over the meetings. The agenda for each meeting shall be developed by the committee Chair, ET program coordinator, and Department Chair and shall be distributed to each member prior to the meeting. All meetings shall be governed by the provisions of the current edition of Robert's Rules of Order. A quorum shall consist of a majority of the currently appointed voting members. A quorum shall be present in order to convene the IAC and conduct business. All Motions shall be passed only by majority vote of the voting members present at the IAC.

VI. Loss of Membership

Any member with an unexcused absence from two consecutive scheduled meetings will be removed from the IAC.
VII. Amendments

The By-laws may be altered or amended at any meeting of the IAC. Notice of any proposed change must be on the agenda of the meeting at which the change is to be considered. A three-quarters vote of the members present shall be required for an amendment to be passed and shall be approved by Dean in consultation with ET program coordinator and Department chair.

Adopted June 11, 2011