South Dakota State University

Electrical Engineering (EE) and Computer Science (CS)

Industry Advisory Boards' (IABs) Charter

(Last Approved: 10-30-15)

IAB DEFINITION

The Electrical Engineering and Computer Science Department has two Industry Advisory Boards – the EE IAB and the CS IAB. While a single charter will serve as a guide for the EE and CS IABs, each IAB will be self-governing. However, changes to the charter will be acted on and approved by members of both IABs.

IAB PURPOSE

The purpose of the EE and CS Programs’ Industry Advisory Boards (IABs), comprised of industry leaders, is to provide input, feedback, and support to the EE and CS Department Head and Faculty to ensure that the programs are effectively serving the needs of all its constituents, including students, industry, government, and other primary constituents throughout the state and region. Furthermore, the IABs serve as advocacy groups with State and University officials on behalf of the department and programs.

EE and CS DEPARTMENT MISSION

The mission of the Electrical Engineering and Computer Science Department is to provide a rigorous, practical education for our students oriented toward problem solving; to conduct world-class research with a regional emphasis; and to provide technical assistance to existing and emerging businesses, industry, and government.

IAB OBJECTIVES

The objective of the Electrical Engineering and Computer Science IABs is to provide external input and assessment of the respective programs that will result in continuous program improvement. This continuous external interaction is considered vital for the programs to successfully fulfill its Land Grant\(^1\) mission and objectives.

Particular areas of interest for these interactions include:

1. Maintaining the relevance of the programs’ educational objectives and desired student outcomes with reference to ABET\(^2\).

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\(^1\) Association of Public and Land Grant Universities: https://www.aplu.org/

\(^2\) Accreditation Board of Engineering and Technology: http://www.abet.org/
2. The development and enhancement of collaborative activities with local and regional high-tech industries to promote student and faculty professional development.

3. The fostering of closer ties with K-12 education in a manner that will help address the shortage of high quality math and science teachers and students interested in the engineering sciences.

4. Act as an advocacy group with State and University officials to support the Department in fostering program enhancements.

IAB MEMBER ELIGIBILITY AND EXPECTATIONS

Eligibility:

1) A company and the representative should actively represent the respective industries and disciplines, and are able to fully support the mission and purpose of the respective program board.

2) A company should only have single representation on the respective program board.

3) A member represents the company they work for as well as themselves personally.

4) The membership position held is not mutually exclusive of either the person or the company they represent.

5) If a person steps down from the board or leaves the company they work for, both the person and the company no longer hold a position on the board. If the company wishes to remain represented on the board, the company can nominate a replacement person to the respective Nomination Committee.

6) If a company chooses to withdraw from the board, the representative will step down accordingly.

7) If a member is absent from three consecutive board meetings, both person and company shall be removed from board membership, unless the Board approves a motion to allow the member and company to remain based on the specific circumstances.

Expectations:

IAB members, while representing both themselves and the company, ultimately represent all of industry, and are to fulfill the overall purpose of the board as discussed above. Members are expected to perform specific activities to engage students and faculty for their involvement within the industry and actively seek out resources in partnership with the department. Aside from attending and participating in IAB meetings, examples of some activities may include, but are not limited to, reviewing curriculum and curriculum assessment, completing surveys, partnering in recruitment and outreach activities, or participating in capstone design projects.
IAB GOVERNANCE

1. The EE and CS Department Head is a member of the IAB and will serve as the primary point of contact.
2. The term of Advisory Board service is defined as three years.
   a. A member may hold a board seat for a maximum of two consecutive terms.
   b. After completing two consecutive terms, a former member may be re-elected after one year or greater break in service.
   c. Start and ending dates for members will be staggered in an effort to maintain membership continuity.
3. The minimum size of each Board will be 10 members.
4. The maximum size of each Board will be 16 members, i.e., 16 seats.
5. A member may send a representative to an IAB on-campus meeting in his/her absence.
6. Quorum defined:
   a. on-campus meeting quorum is met with 50% IAB attendance plus one
   b. off-campus (email, web conference, teleconference, etc.) meeting quorum is met with 90% IAB participation
7. Ballot votes may be conducted by and for IAB members
   a. at an IAB on-campus meeting (by proxy if absent or by a representative attending in his/her place)
   b. off-campus (email, web survey, etc.)
8. Passing vote is considered to be 51%, or greater, quorum approval
9. Nominations for IAB membership may be made to the Nomination Committee by Industry members and companies as well as South Dakota State University faculty members. The person submitting the nomination will be responsible for
   a. asking the nominee about his/her willingness to serve
   b. explaining to the nominee the ballot process for IAB appointment
   c. submitting nominee name, biography, and contact information to the Nomination Committee
10. Board appointment is established by ballot vote. The diversity in the background and experience of the nominee should be considered in the process of appointing new members.
11. The IAB officers will consist of a
    a. Chairperson
    b. Vice-chairperson
12. Officer terms are defined as
    a. two years for the chairperson
    b. two years for the vice-chairperson
13. Officer appointment is established by ballot vote
14. Officers may serve in the same capacity for no more than two consecutive terms
15. Responsibilities of the IAB Chairperson will be to
a. coordinate the board meeting agendas with the EE and CS Department Head,
b. conduct meetings
c. lead the industry-specific portion of the meeting agenda
d. oversee industry efforts and activities
e. create and assign any committees necessary to conduct the business of the IAB
f. serve as the secondary point of contact
g. annually appoint three board members to serve as a Nominating Committee,
   both for the nomination of officers and for nomination of new members (the
   Department Head is an ex officio committee member)

16. Responsibilities of the vice-chairperson will be to assist chairperson in
   a. establishing agenda
   b. conducting the meeting in absence of chair
   c. serving on other committees
   d. working with department’s administrative staff on meeting venue activities,
      including desired setup, contact information, and/or catering, depending on the
      various needs for having a successful meeting

17. Responsibility of the IAB Nominating Committee will be to
   a. poll both the University faculty, current members, and industry companies
      regarding prospective members
   b. present candidates to the board
   c. nominate officers

18. Termination of membership will be by
   a. normal attrition and disqualification of inactive members
   b. Member or Company notice of resignation provided to the Department Head
      and Board Chair

19. The IAB will meet a minimum of once per year, with the primary meeting to be held
    during the fall semester. A second meeting, during the second semester, is optional. All
    meeting announcements should be made at least 2 months prior to the meeting and
    made by the IAB Chairperson or chair’s designee. When warranted, additional meetings
    may be held at the discretion of the IAB Chairperson.

20. From time to time, the IAB Chairperson will create committees for certain purposes. The
    composition and duration of the committees shall be defined by the IAB board upon
    creation. In general, all committees shall have a defined objective and a specific life
    span. Once the objective has been accomplished, or the time span elapsed, the
    committee shall be abolished.

21. Modification to this charter must be
   a. initiated by a member
   b. member must notify and send suggested modifications to IAB Chairs at least two
      weeks prior to next scheduled meeting, at which time the Chairs will disseminate
      to respective IABs and include in the meeting’s agenda
   c. changes to the charter will be ratified by ballot vote with approval by majority
      vote of quorum.