

MontanaTech

Geological Engineering Industry Advisory Board Governing Document

1 Mission Statement

The Montana Tech Geological Engineering (GeoE) Industry Advisory Board (IAB) will support the GeoE Program mission to provide students quality education that presents accepted engineering theory and historical standards as well as current industry best practices. The IAB will provide the GeoE Department guidance and technical expertise from current industry representatives and will support the GeoE Program through specific objectives which are outlined below.

2 Objectives

The goal of the IAB is to support the Geological Engineering Program at Montana Tech through periodic review, comment and action to achieve the following objectives:

(1) **Curriculum** - Provide forward looking guidance to ensure the evolution of the curriculum and the continued improvement of the GeoE Department's Program to meet the educational needs of future graduates while ensuring that the Department maintains ABET accreditation and remains aligned with current industry best practices.

(2) **Funding** - Assist in raising external funds to support program budgetary items; specifically, department discretionary budgets, scholarship funding, and conference budgets.

(3) **Enrollment** - Foster undergraduate and graduate program enrollment growth by developing a synced recruitment strategy and goals.

(4) **Placement** - Continue to achieve 90 percent or greater annual graduate placement rates with salaries which meet or exceed the 50th percentile of the previous year's industry salary levels (as reported by the ASCE or US Department of Labor) by assisting in the placement of candidates within degree-relevant internships and post-graduation career positions.

(5) **Strategy** - Through involvement of GeoE Department faculty, university relations, and industry relations, assist in development of the Department strategic plan for both faculty staff and the student body.

Separate and more detailed tactical work plans should also be developed and implemented by IAB committees to ensure successful delivery of the stated objectives.

3 Roles and Responsibilities

The IAB shall consist of not less than 15 members and not more than 30 members including members from Industry, Montana Tech Alumni, the GeoE Department staff and the Montana Tech GeoE student body. A minimum of 50% of the IAB should be comprised of industry

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representatives. IAB members will submit a brief professional biography to the IAB Executive Committee and will update the biography as needed.

The IAB will meet Bi-Annually, once during the fall semester and once during the spring semester. IAB members shall convene via conference calls and optional in-person attendance allowing all members to participate in the meeting. Additional meetings to address special topics or action items may be called by the Geological Engineering Department Head or IAB Chairperson(s), if needed.

An Executive Committee will be formed and maintained by the IAB. The Executive Committee will be nominated and approved by the Geological Engineering Department Head. Vacancies will be filled on an ad-hoc basis with approval from the Executive Committee. The Executive Committee shall consist of 6-7 members in the following roles:

- (1) **GeoE Department Head** - Provide department updates and support delivery of the IAB defined objectives. Provide GeoE Department pre-read material (most recent Department newsletter and other documents) prior to each Bi- Annual meeting.
- (2) **Chairperson** - Lead IAB by organizing and facilitating bi-annual meetings and assuming accountability for the delivery of the IAB defined objectives. Provide meeting schedule and agenda to IAB members 3 weeks prior to each meeting. Co-Chairs may share the Chairperson role.
- (3) **Vice Chairperson** - Support IAB Chairperson and Executive Committee to meet IAB objectives and lead meetings in Chairpersons absence. Assume Chairperson role at end of term.
- (4) **Past Chairperson** - Provide historical context/knowledge transfer to the IAB and the Executive Committee to support Chairpersons to meet IAB objectives.
- (5) **Recorder** - Record and report meeting minutes, maintain IAB documents, including minutes, governing documents, agendas and IAB roster. Provide most recent meeting minutes to IAB members prior to meetings.
- (6) **Student Representative(s) (primary/alternate)** - Represent engineering students and provide student perspective and communication to student body.

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Each Executive Committee Member shall serve a 2 year term. Quarterly meetings of the Executive Committee will be planned and executed by the GeoE Department Head and the IAB Chairperson(s).

Special topic committees to address IAB and Department objectives may also be formed as needed and each will be led by a nominated Committee Chair. The Committee Chair will provide quarterly updates to the Executive Committee.

5 Document Status

This Governing document is presented as DRAFT and will be amended and approved by the Geological Engineering Department Head and the IAB Executive Committee prior to being finalized.

Current Document:

MTTech GeoE IAB GovDoc, March 31, 2015