



Electrical & Computer Engineering INDUSTRY ADVISORY BOARD

Charter and Operating Procedures

Objectives

The purpose of the Industry Advisory Board for the Department of Electrical and Computer Engineering (ECE) is to advise the Department on matters relating to the goals and vision of the Department. The ECE Industry Advisory Board shall assist the Department in planning a future course of action and in formulating policies and programs by bringing into focus the views and needs of industry, academia and the profession.

Function

The function of the Industry Advisory Board is to review the Department's objectives and goals in order to stimulate academic and professional excellence and to enhance education and research activity.

At the Industry Advisory Board meeting, the Department shall briefly report on the state of the Department and the progress made on developments affecting the well-being of the Department. The Industry Advisory Board shall make recommendations to the Department and the University administration on actions to maintain the highest standards and to improve the quality of the Department undergraduate, graduate and research programs. Generation of new ideas, advice, critical evaluation, guidance and general support offered by the Industry Advisory Board shall assist the Department to position itself strategically to face the challenges and opportunities of the future and to educate the engineers of tomorrow.

The Department shall arrange periodic opportunities for the Industry Advisory Board members to become acquainted with faculty and students.

The Industry Advisory Board shall advise and assist the Department in:

- a. Increasing visibility of undergraduate, graduate and research programs to enhance the image of the Department nationwide
- b. Recognizing technical, research and business trends

- c. Identifying emerging professional requirements of industry
- d. Recruiting outstanding faculty, undergraduate and graduate students
- e. Identifying national educational trends, providing feedback on the quality of undergraduate and graduate programs
- f. Identifying opportunities to support the Department financially via sponsorships, funding or other means.

Membership

Up to 25 members shall be appointed representing a broad cross-section of backgrounds from industry, academia, research labs and government.

A minimum of three board members will be FIU ECE Alumni.

The Department shall be represented by the Chair, Associate Chair, Graduate Director and Group Leaders of the Academic Programs.

Industry Advisory Board members are appointed for a minimum three-year term by the Department Chair in consultation with the ECE faculty. There is no limit to how many terms a person may serve on the Industry Advisory Board.

In the event that a member is unable to attend more than two annual meetings during his/her three year term or otherwise participate actively in the affairs of the Industry Advisory Board, his/her membership may be terminated after review by the Board.

Expenses of the Industry Advisory Board to attend meetings will be the responsibility of the individual members.

Organizational Structure and Operating Procedures

The Industry Advisory Board will have a Chair and Vice Chair who are elected for a three-year term by the entire Board. The secretary will be a member of the ECE department to ensure constant communication and easy accessibility. Elections will be held at the annual board meeting every three years or as appropriate. There is no maximum to how many years a person can serve as an officer of the Industry Advisory Board.

Business of the Industry Advisory Board will be facilitated by the formation of subcommittees.

Each subcommittee will elect a Chair and, as needed, a Vice Chair among its members. The Chair and Vice Chair of each subcommittee together with the Chair and Vice Chair of the entire Board and the Department Chair will comprise the Industry Advisory Board Executive Committee. The Executive Committee will be responsible for the overall direction of the Industry Advisory Board. In the absence of the Chair, the Vice Chair shall be the acting Chair. In addition to ad-hoc subcommittees formed by the Board on an as needed basis, there will be two permanent, standing subcommittees. Those are:

- Industry Relations – The primary functions of this subcommittee are to assist with increasing internship and coop opportunities for students and to increase support for Senior Design Projects. Increasing internship and coop opportunities involves assisting with building a network of alumni and corporate partners (Alumni / Development Relationships). Building a base of partners who would recruit from the FIU Campus is the ultimate goal of this committee.
- Marketing – The primary function of this subcommittee is to focus on increasing visibility of undergraduate, graduate and research programs to enhance the image of the Department nationwide and improve the Ranking of the ECE Department.

The Industry Advisory Board will meet once annually for one day at Florida International University at a time selected by the consent of the Industry Advisory Board.

The subcommittees may meet separately during the year at a place and time scheduled by the individual subcommittees.

Meetings

Notice will be given at least five (5) months in advance to when the next meeting will be held.

Minutes

The minutes of each meeting will be kept by the recording secretary. Copies will be emailed to the board no later than one (1) month following a meeting.

Member Expectations

It is important that members are actively engaged with the Industry Advisory Board and continue to find ways to promote the Board's function in order to sustain satisfactory membership status. The following guidelines, which can be expanded on, outline what is the minimum amount of engagement expected out of each member:

- a. Attend annual meeting at Florida International University or other designated site
- b. Actively participate or lead one of the two established sub-committees or any other ad-hoc subcommittees formed on an as needed basis
- c. Actively participate in regular Board or subcommittee meetings and conference calls as scheduled
- d. Actively participate in Department activities and events such as Senior Design showcase, Career Fairs and other similar events
- e. Create and deliver specific opportunities to build stronger partnership between the companies represented by the Board members and the Department by offering company resources, sponsorships and recruitment efforts, serving as a guest speaker, hosting a tour or visit of your company and its facilities, and other means.
- f. Serve as connectors between the Department students and faculty, and external individuals or groups, to create synergies and collaboration opportunities