

# University of Alaska Anchorage College of Engineering Advisory Bylaws

These BYLAWS govern the operation of the University of Alaska Anchorage College of Engineering Advisory Board (UACoEngAB). The UACoEngAB is a bridge between the College and the Community. We advocate the Vision, Mission and Core Objectives expressed herein.

## SECTION 1 VISION

A fully developed College of Engineering in Anchorage recognized for educating remarkable engineers shaped by Alaska's diverse and challenging environments.

### *Definitions*

*"fully developed" means that all schools within the College are ABET accredited and offer BS, MS and PhD degrees; produce meaningful discipline specific research; enjoy adequate faculty; have access to suitable resources; are funded appropriately, and are profiled annually by ASEE.*

*ASEE is the American Society for Engineering Education, the pre-eminent authority on the education of engineering professionals. ASEE publishes an annual survey named **Profiles**.*

*ABET is the Accreditation Board for Engineering and Technology, Inc.*

*"In Anchorage" means that our primary focus and advocacy is the UAA College of Engineering in Anchorage, Alaska. Our vision includes collaboration and alignment with UAF and other UA institutions, as well as other colleges and institutions.*

## SECTION 2 MISSION

We advocate for the UAA College of Engineering and inform, advise, guide and support the Dean, University leaders, and policy makers on issues of strategic and commercial importance.

## SECTION 3 CORE OBJECTIVES

Recognizing that engineering is essential to Alaska's safety and prosperity, the UAA College of Engineering Advisory Board advocates for:

### EDUCATION

- Engineering programs to produce BS, MS and PhD programs in all departments, including at a minimum Civil, Mechanical, Electrical, Geomatics, Computer Science & Engineering, and Project Management.

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- Programs and curricula to prepare graduates to meet the work force needs of business, community, academia, and government.
- Engineering programs that nurture critical thought, analytical capability, innovation and team spirit.
- Programs that provide a solid grasp of communication skills, civics, engineering ethics, and the fundamentals of business.
- Programs that cultivate a philosophy of lifelong learning.
- Programs that encourage faculty and student innovation and entrepreneurship.

## **RESEARCH**

- Strong applied research programs in all departments that are relevant to Alaska business, community, academia, and government present and future needs.
- Participation in research at all academic levels consistent with educational goals.
- Successful attraction of research funding from the most prestigious sources.

## **OUTREACH**

- Collaborative alignment with ANSEP and the UAF College of Engineering and Mines to build on our strengths and provide an abundance of remarkable engineers for Alaska and beyond.
- K-12 school district programs to expand STEM education to prepare students to enter UAA fully ready for a rigorous college engineering experience.
- Enhanced public awareness that our UAA College of Engineering is advancing to meet Alaska's community and statewide needs.
- Attract the best and brightest students from Alaska and elsewhere.

## **STUDENT SUCCESS**

- Rewarding and fulfilling college experience for all students.
- Opportunities for interdisciplinary learning and team building.
- Opportunities for internships, work study programs, and mentorship.
- Excellent passage rates for students taking the Fundamentals of Engineering exam.

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## **FACULTY AND STAFF**

- Faculty and staff with strength and depth to meet national norms and departmental needs.
- Compensation, research opportunities, and working conditions competitive with comparable institutions.
- Endowed chair positions of national and international distinction.

## **RESOURCES AND LEADERSHIP**

- Suitable modern buildings and laboratories with appropriate technical support.
- A strong, viable and efficient business plan.
- Stable and successful academic leadership.
- Funding and program approval from the Board of Regents, State Legislature, and Governor to sustain the vibrant and competitive longevity of the UAA College of Engineering.

## **SECTION 4 MEMBERSHIP**

CoEngAB members shall be appointed by the Dean of the College of Engineering. The CoEngAB shall be comprised of no more than 25 voting members, led by a chair and vice-chair with diversity of membership dispersed across the following representational categories:

- A. Employers of engineers, such as consultants, industry, government and military.
- B. Engineers in Private Practice.
- C. Engineering professional societies.
- D. Persons with general interest.

## **QUALIFICATIONS OF MEMBERS (VOTING)**

- A. Each AB voting member must bring skills that will benefit the College of Engineering through their individual advocacy and outreach.
- B. Each AB voting member shall have a background in engineering, science, math, business or other related discipline.

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- C. At least 80% of the voting members shall hold a baccalaureate degree in engineering or engineering related technical discipline.
- D. Honored Guests and Ex Officio Members (non-voting)
  - 1. The President of the University, the Chancellor of UAA, and the Provost of UAA are invited as honored guests.
  - 2. Each CoEng Academic Department Chair may appoint a member of that department's advisory council to serve as a non-voting ex officio member and liaison to the department.
  - 3. The Dean of Engineering may also appoint other ex officio members including one College of Engineering student.

## **APPLICATION FOR MEMBERSHIP**

- A. Potential new members may apply by submitting a letter of interest and a brief resume of relevant experience to the CoEngAB Chair, who will forward the application to the Dean and the other Advisory Board (AB) members for review.
- B. The prospective new member shall then attend a future AB meeting to speak to their interest and qualifications. After this introductory meeting is adjourned, the Chair person shall seek a vote of the AB members by email or subsequent meeting and submit the results to the Dean for final determination.

## **MEMBER TERMS, ABSENCES AND VACANCIES**

- A. Members will serve a three-year term without compensation. Members may serve successive terms.
- B. To simplify administration, Members will be assigned to one of three separate groups, with the term of each group staggered by one year. Initially the groups will be established by lot. New members may be assigned to any group as necessary to maintain balance.
- C. A member who is absent, without due cause, from two consecutive meetings may be recommended for termination. The CoEngAB Chair will notify such members of this recommendation in writing, (e.g., e-mail or mail) and request that the Dean seek new applicant(s).

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- D. In the event that a member vacates his/her position, the Chair will, within 30 days after receipt of the resignation, notify the Dean.

**SECTION 5 OFFICERS**

- A. The officers of the CoEngAB shall include a Chair and Vice-Chair.
- B. The Chair will:
1. Preside at all CoEngAB meetings.
  2. Set the Date and Agenda for meetings of the CoEngAB.
  3. Exercise general oversight and coordination of the affairs of the CoEngAB.
  4. Authenticate by his/her signature, all CoEngAB actions, documents of advice, and recommendations and will communicate same to CoEng Dean.
  5. Develop and implement the organizational structure of the CoEngAB.
  6. Prepare an Annual Report of Activities with assistance from CoEngAB and CoEng staff.
  7. Recommend to the CoEngAB appointments to internal subcommittees.
- C. The Vice-Chair will:
1. Perform the duties of the Chair in the event of absence or incapacitation, or at the request of the Chair.
  2. Automatically succeed to the position of Chair in case of a vacancy in that position and serve until the next election.
  3. Coordinate the activities of all special internal committees and, where leaders have been designated, maintain communication and provide assistance, as needed.
  4. Assist with the planning of meetings and internal discussions, as appropriate.
  5. Ensure the minutes of the meetings are recorded and circulated.

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6. Ensure appropriate notice of scheduled meeting to the public per Section 6.
- D. Officers will be elected by the CoEngAB and shall serve two-year terms, with a maximum of two consecutive terms. Officers shall be elected at the spring semester meeting and shall assume responsibility at the next fall semester meeting. The Chair or Vice-Chair of the Advisory Board shall not be an employee of the University.
- E. No officers may be elected to the same position for more than two consecutive terms.

**SECTION 6 MEETINGS**

The CoEngAB shall hold at least two meetings within each academic year, including at least one Briefing meeting and at least one Working meeting.

A. Briefing Meetings

The purpose of briefing meetings is to inform the AB of activities, progress, and issues relevant to the CoEng. In addition to the UAA CoEng Dean, guests may include the UA President, UAA Chancellor, UAA Provost, UAF CEM Dean, student presenters, and other persons with relevant information.

The normal order of business at Briefing Meetings shall be:

1. Welcome, Roll Call and Introductions
2. Board Housekeeping
  - a. Approval of Agenda
  - b. Approval of Minutes
3. Dean's Report, Guests, and Student Presentations (order set by Chair)
4. Time sensitive Committee Briefings
5. Old Business
6. New Business
7. Announcements
8. Adjournment

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## **B. Working Meetings**

The purpose of Working Meetings is to allow the AB time to discuss Board initiatives as a committee of the whole. The agenda shall be limited to optimize the Board's time for discussion.

1. Legislative Action meeting. Soon after the legislature convenes the AB may hold a Working meeting focused on legislative advocacy opportunities. The purpose of the meeting shall be to develop advocacy priorities and a plan of action.
2. Annual Planning meeting. At the end of Spring Semester the AB shall meet to assess progress toward our Vision for the academic year to date including the actions of the Legislature, Governor and Regents and to develop committee priorities and AB goals for the next academic year.

The normal order of business at Working meetings shall be:

1. Welcome, Roll Call and Introductions
2. Board Housekeeping
  - a. Approval of Agenda
  - b. Approval of Minutes
3. Dean's Report
4. Special Order of Business
5. Announcements
6. Adjournment

C. Meetings are open to the public. Announcements of meetings will be posted on the UAA and CoEng web calendars at least 14 days in advance of the meeting, and documents related to the functions of the CoEngAB will be available to the public upon request.

D. Special meetings and committee meetings may be called by the Chair or upon the consensus of one-third of the CoEngAB members. The Chair shall notify all CoEngAB members and the CoEng dean's office no fewer than 7 calendar days prior to the meeting.

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- E. Fifty-one percent of the voting CoEngAB members shall constitute a quorum for voting purposes.
- F. Each voting member is entitled to one vote on all matters before the CoEngAB. All decisions of the CoEngAB shall be made by a majority vote of members in attendance, provided that a quorum exists. No proxies will be accepted in place of a member for purposes of voting.

## **SECTION 7 COMMITTEES**

### A. Committee of the Whole

The CoEngAB will operate as a committee of the whole with authority to refer work to Standing and Ad Hoc committees. These committees shall generally be composed of 3-5 members of the CoEngAB.

### B. Standing Committees shall include:

1. Executive Committee: Members of the Executive Committee include the Chair, Vice Chair, immediate past chair, and the chairs of the other standing committees. The Executive Committee is responsible for the planning and executing the affairs of the CoEngAB between regular meetings of the Advisory Board. In addition to normal business, this committee shall serve as the membership committee, periodically review the Bylaws and make recommendations for updates, and charter Ad hoc committees with the advice and consent of the Advisory Board.
2. Outreach Committee: Committee members interact with the public at large and seek to improve public awareness, support, and goodwill for the UAA CoEng.
3. Policy Committee: Members seek to track progress towards our Vision, identify obstacles and the need for additional resources, and recommend advocacy initiatives to the Board.
4. Additional Standing Committees established by the Board.

### C. Ad Hoc committees may be formed by the Board to focus on specific issues or goals.

1. Ad Hoc committees shall include at least one current CoEngAB voting member. Depending on areas of concentration, committees may include non-CoEngAB members.



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2. The specific charge of an Ad hoc committee may be proposed by the CoEng Dean, the Executive Committee, or the CoEngAB during a regular meeting. Decisions related to scope, duration and membership shall be made at such time as the committee is created and shall include a defined scope, schedule, and deliverables.

**SECTION 8 CONFLICT OF INTEREST**

If an issue, proposal or similar matter presented to the CoEngAB results in a potential conflict of interest, the affected CoEngAB member shall request determination by the Chair of the existence of such a conflict. If the Chair or CoEngAB finds such a conflict or perceived conflict exists, the Chair will require the member to abstain from any discussion involving the matter, except for points of clarification requested by the CoEngAB, and will not vote on the pending matter.

For the purpose of these Bylaws, a conflict of interest situation would exist when work that a CoEngAB member is performing for another organization, state, local, or federal agency, and the interests of that entity, is likely to be directly affected by advice or recommendations that the CoEngAB makes to the CoEng.

**SECTION 9 GENERAL COMMUNICATION AND OFFICIAL STATEMENTS**

- A. CoEng staff designated by the Dean to support the CoEngAB will provide guidance and assistance to the CoEngAB as a unit and, as appropriate, to individual members.
- B. Questions about operational procedures of the CoEngAB or its internal discussions should be referred to the CoEngAB Chair.
- C. All formal statements in the name of the CoEngAB shall be made only by the Chair, or, in his/her absence, by the Chair's designee. The Chair will speak, write and act on behalf of the CoEngAB on issues consistent with the functions, objectives and purposes of the CoEngAB.

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## **SECTION 10 ETHICS AND MEMBERSHIP RESPONSIBILITIES**

The members of the CoEngAB will:

- A. Participate actively in the work that the CoEng Dean requires of the CoEngAB, including participating in committees and/or work groups.
- B. Advocate the Vision and Mission of the CoEngAB and seek collaborative solutions that further our Core Objectives.
- C. Periodically attend CoEng Activities open to the public and seek to understand the successes and needs of faculty, staff and students.
- D. Be aware of the role and goals of the CoEngAB to ensure consistency with the CoEng mission and goals.
- E. Respect other members' viewpoints, opinions, values, and professional standards.
- F. Support the leadership of the CoEngAB.
- G. Make official statements on behalf of the CoEngAB only when authorized by the CoEngAB Chair to do so. Such official statements may be made only after the official CoEngAB position is formulated.
- H. In public conversation, state clearly whether speaking as individuals or on behalf of the CoEngAB. If the CoEngAB has not formulated a position on a matter, the member has an obligation to say this before speaking as an individual regarding the matter.
- I. Refrain from using CoEngAB membership as a basis for obtaining personal benefit or privilege.
- J. Become familiar with the University of Alaska system and understand how the CoEng fits into the educational structure.
- K. Understand that CoEngAB members are held to the same ethical standards as University of Alaska employees. Members should review UA Board of Regents ethics listed on the web site: [www.alaska.edu/bor](http://www.alaska.edu/bor)
- L. Make an annual financial contribution to the UAA College of Engineering or UAA engineering related program in an amount that is personally meaningful.

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**SECTION 11 TERM YEAR AND OTHER PROCEDURES**

- A. The term year of the CoEngAB shall be the same as that of the fiscal/academic year for the University of Alaska Anchorage (July 1 through June 30).
- B. Consistent with these Bylaws, the CoEngAB may, from time to time, establish other procedures to guide its operations, which shall be attached to these ByLaws as a numbered EXHIBIT.
- C. For meetings and other Board administration Roberts Rules of Order will govern, unless a different approach is agreed upon without Member dissent.
- D. The Chair may conduct electronic voting on matters that may arise between normally scheduled meetings. A majority of the membership is required for passage unless a greater percentage is specified elsewhere in these Bylaws.

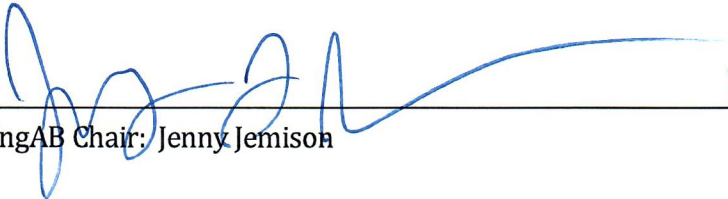
**SECTION 12 AMENDMENTS AND RATIFICATION**


Any member of the CoEngAB may propose and present to the Chair amendments to these ByLaws. A sixty percent (60%) vote of all voting members is required for adoption of an amendment, voting may be accomplished in the meeting, via mail, or via email. An amendment shall become effective upon ratification.

Ratification of these Bylaws of this CoEngAB requires approval by the Dean of UAA College of Engineering.

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The undersigned certify that the above is a true, complete and accurate copy of the Bylaws as approved by the members of the University of Alaska Anchorage, College of Engineering Advisory Board (CoEngAB) on this day September 6, 2019.

  
\_\_\_\_\_  
CoEngAB Chair: Jenny Jemison 11/11/2019  
Date

  
\_\_\_\_\_  
Interim Dean: Kenrick Mock 11/11/2019  
Date

**ENDORSEMENT**

We, the members of the UAA College of Engineering Advisory Board enthusiastically and fully endorse these Advisory Board Bylaws for advancing the UAA College of Engineering to become "A fully developed College of Engineering in Anchorage recognized for educating remarkable engineers shaped by Alaska's diverse and challenging environments."

Insert list of Members