

Michigan Technological University
Department of Geological & Mining Engineering & Sciences
Geological Engineering Bachelor's Program Advisory Board Charter

Preamble

History and definitions

The Upper Peninsula of Michigan was home to one of the United States' great metal mining booms in the late 1800s. Starting around 1850, native copper metal was mined commercially (native peoples mined copper in shallow settings thousands of years previously), and in the 1880s and 1890s the activities grew to truly massive proportions, fed by the nation's demand for electrical wiring and other copper metal products. To support the mining industry, the State of Michigan opened The Michigan Mining School in the fall of 1885. Geology and Geological Engineering were important parts of the Mining curriculum from the start. The department was founded in 1927 and the Geological Engineering B.S. and M.S. degrees were established in 1943, with the BS degree being initially accredited in 1951. In 2002 the Department of Geological Engineering and Sciences merged with the Department of Mining and Materials Processing Engineering to form the Department of Geological & Mining Engineering & Sciences (GMES).

The GMES department reconstituted the Geological Engineering Bachelor's Program Advisory Board (AB) in Spring 2017. The AB works with the Department Chair and Faculty of the GMES department at Michigan Technological University to provide resources and timely information to ensure students have sufficient opportunities to pursue geological Engineering profession. AB members are representative graduates of the GMES department, as well as past and present employees of industry and agency partners, who through their industry contacts and professional employment are in unique positions to provide valuable advice and professional perspective to both the Department and the University.

For the purposes of this Charter, we refer to the Department of Geological & Mining Engineering & Sciences as the Department, and we refer to the GMES chair and faculty as the Department Chair and Faculty, respectively.

Purpose and Duties of the AB:

The purpose of the AB is to serve the Department in advisory and assistance capacities, particularly in the following areas:

- Feedback, advice and guidance to the Administration, Foundation (Michigan Tech Fund), the Department Chair and Faculty with respect to:
 - Program strategic goals and objectives;
 - Direction, composition and quality of Program components;

- Assurance that curriculum development and Program modifications meet industry, government service and university needs;
- Assessment of Program performance (efficiency and effectiveness) in graduating geological engineering professionals with the skill sets and knowledge needed for successful careers in industry, government service or academia
- Fundraising efforts;
- Advise on improving the visibility and quality of the Geological Engineering Program and Michigan Tech as an institution;
- Advise on building Departmental partnerships;
- Evaluate student recruiting and retention activities; and,
- Advise students and HR contacts on Open Announcements and competition for mentoring opportunities for student internships, coop arrangements, summer jobs, and permanent employment of graduates.

During "extraordinary times," Department, Administration and/or Foundation may call upon the AB to assist them in other important tasks. During these times, Department, Administration and/or Foundation may ask the AB to consider assignments beyond the above-stated duties and time commitments. AB members may recuse themselves from participation in any activities that pose a conflict of interest.

The AB members serve as a community service and without liability for the advice and opinions expressed in pursuit of fulfilling the above duties. The Department Chair and Faculty are responsible for considering, rejecting, accepting and/or implementing any statement, opinion, idea or direction suggested by AB members.

Meeting Schedule:

The AB Chair will coordinate with the Program Chair in arranging two (2) Regularly Scheduled Meetings each calendar year, with the first meeting scheduled in the spring semester, and the second meeting scheduled in the fall semester. A quorum is considered present at the meeting if a simple majority of the AB members are participating in person/remotely connected (via online/telecon) in the order of business.

Department or Program Chair or the AB Chair may call additional meetings, after due consultation with each other and the other AB members. Additionally, ex officio AB members (see below) or other interested persons may request the Program or Department Chairs or AB Chair to call a special meeting.

AB members may attend the Regularly Scheduled Meetings in person or via teleconferencing.

Membership of the AB:

The composition of the AB shall be six-ten engineering professionals representing, as a guideline, a balance of the following categories of Industrial, Agency and Educational through their employment and professional expertise:

Sub-disciplinary Expertise

Petroleum

Mining and Minerals

Groundwater and Geoenvironmental

Geotech

AB membership is completely voluntary and without compensation. An individual term of appointment is three (3) years, although initial appointments will be staggered from two (2) to six (6) to ensure continuity of AB activities and Program support. In consultation with the AB Chair and the Faculty, the Program and Department Chairs, may ask outgoing AB members to serve another term, subject to a vote of the AB. The administrative associate in the GMES dept. shall maintain the list of current AB members and shall note their rotation sequence.

At any time, an AB member may resign his/her position and another member may be appointed by the Department or Program Chair prior to the next Regularly Scheduled Meeting, according to the procedures set forth below, but only if an urgent need or opportunity exists. However, it is preferred to consider new AB members at the regular scheduled meetings. An AB member may also be removed by a two-thirds (2/3) vote of the AB for reasons such as lack of participation in the meetings and other AB business.

The Department and Program Chairs, the Faculty, an AB member or ex officio member, or an interested person may propose Candidates for the AB. Once a candidate is proposed, the Department Chair, in consultation with the Program and AB Chairs or a committee formed under the direction of the AB Chair, will decide if the nomination is appropriate to bring before the Faculty and AB for approval.

1. A candidate nomination is made;
2. The Department and Program Chairs and AB Chair discuss the merits of including the candidate on the AB;
3. If the Department and Program Chairs and AB Chair concur that the candidate should be included on the AB;
4. The candidate will be contacted to determine his/her willingness to serve; and
5. If the candidate has expressed a desire to serve, the Department or Program Chairs will circulate a resume of the candidate to the AB and seek approval of the AB;
6. The approved candidate is appointed to the AB by the Department or Program Chair.

The Department Chair may delegate the responsibility to approach a new AB candidate to a current AB member, a member of the Faculty, an ex officio AB member, or an interested person, if he/she deems that person can communicate better with the candidate.

Officers of the AB:

The primary officer of the AB is the Chair. The AB shall elect the Chair during the Regularly Scheduled Meeting, usually as the last order of business during the meeting. The Chair shall serve for one (1) term, which will expire at the close of the following Spring Regularly Scheduled Meeting, giving a term of approximately one (1) year. The AB may elect the Chair by simple majority for multiple, sequential or non-sequential, terms.

The meeting minutes will prepared by the curriculum committee chair.

The Department Chair, in consultation with the AB Chair, and with due consideration of suggestions, topics, discussion items, etc. brought to the committee's attention by AB members or others, shall set the times, dates and locations of the AB meetings. The Department Chair, again in consultation with the AB Chair, will prepare the agenda for the meetings; ensure that appropriate required reference materials are prepared and distributed; and provide notification to the AB members of the meeting time and place.

The AB Chair in consultation with the Department Chair may form sub-committees, as necessary, to conduct the business of the AB. Sub-committees may be retired as appropriate when their specific purposes/functions are completed or no longer required. Each sub-committee shall appoint a "chair". The suggested sub-committees of the AB are as follows:

- AB Charter Committee
- High School Student Recruitment
- Industry/ Agency Engagement: Internships, Hires & Funding; Industry Conference Attendance
- "Various Collection" (Program Curriculum, Professional Organization Membership, Student Field Experience, etc.)
- ABET Accreditation
- Alumni Engagement

Ex Officio AB Members

Ex Officio AB members are persons who will be invited to the AB meetings on a regular basis for specific purposes. These include but are not limited to the following:

- The Department Chair;
- The Curriculum Committee Chair;
- The Department Faculty and Staff;
- The Michigan Tech Alumni Director (or his/her designee);
- The President of the Tech Fund (or his/her designee); and
- The Michigan Tech President and other members of the Administration.

Amended and Approved

This Charter was amended and approved by the Department Chair and the Advisory Board on

Signatures

Date 10/02/2018

Advisory Board Members Voted Yes

William Griffin

Shanon Lemke

Andre Smits

Patricia Morris Bryan

Ray Wuolo (on the phone line)

Advisory Board Members Voted No- None