I. Graduate Committee

A. Membership consists of:
   a. The Chair of the Graduate Committee and at least one faculty member from each disciplinary program;
   b. Graduate advisors;
   c. Two PhD student representatives and one MS student representative;

B. Responsibilities:
   a. The Graduate committee recommends, implements, establishes, monitors, updates and disseminates Graduate Program:
      1. Policies and initiatives;
      2. Procedures;
      3. Curriculum; and
      4. Materials related to the above.
   b. The Graduate committee reviews and approves or rejects:
      1. New and updated graduate course outlines generated by ME Faculty; and
      2. Graduate student applications and applicants for fellowship and award nominations.
   c. The committee ensures that graduate core courses are consistently taught in accordance with their current course outlines.
   d. The committee reviews and acts on graduate student petitions, grade appeals, and other grievances.
   e. The committee oversees:
      1. Administration of graduate examinations;
      2. Graduate recruiting and admissions;
      3. Annual graduate research symposium;
      4. Department seminar series;
      5. Administration of the exit survey of departing graduate students;
      6. Selection of graduate students for awards (travel awards, student of the month, etc.) and fellowships; and
      7. Administration of the professional (non-thesis) masters program.
   f. The committee fulfills other responsibilities as needed to ensure effective implementation of the Department’s graduate programs.

C. Additional Responsibilities of the Graduate Committee Chair:
   a. Prepares the graduate course schedule for review and approval by the Chair of the Department;
   b. Awards graduate assistantships within the budget provided by the Department Chair and makes teaching-assistant assignments;
   c. Assigns office space to graduate students;
d. Supervises the graduate coordinators, including conducting annual performance evaluations and supporting their professional development; and
e. Represents the department as a voting member of the College’s graduate education council.

II. Undergraduate Committee

A. Membership consists of:
   a. The Chair of the Undergraduate Committee and at least one faculty member from each disciplinary group; and
   b. Undergraduate advisors.

B. Responsibilities:
   a. The Undergraduate Committee recommends, implements, establishes, monitors, updates and disseminates Undergraduate Program:
      1. Policies and Initiatives;
      2. Procedures;
      3. Curriculum; and
      4. Materials relating to the above.
   b. The Undergraduate Committee:
      1. Reviews and approves new and updated undergraduate course outlines generated by ME Faculty;
      2. Identifies and approves undergraduate students for scholarship and award nominations;
      3. Manages and disperses funds from the Undergraduate Special Fund;
      4. Ensures that undergraduate core courses are consistently taught in accordance with their published learning objectives;
      5. Implements the Department’s continuous improvement process for undergraduate courses and continuing compliance with ABET requirements;
      6. Reviews and acts on student petitions, grade appeals, and grievances; and
      7. Completes other responsibilities as needed to ensure effective implementation of the Department’s undergraduate programs.

C. Additional Responsibilities of the Undergraduate Committee Chair
   a. Prepares the semester course schedules for review and approval by the Chair of the Department;
   b. Monitors continuing compliance with ABET requirements;
   c. Oversees the Department’s Undergraduate Advising Program;
   d. Provides feedback on Undergraduate Academic Advisors annual performance evaluations and supports their professional development;
   e. Supervises:
      1. Certification by the Undergraduate Advisors that graduating seniors have met all graduation requirements; and
      2. Administration of the exit survey of graduating seniors.
   f. Represents the department as a voting member on the College’s undergraduate education council.
III. External Relations Committee

A. Membership consists of:
   a. The Chair of the External Relations Committee;
   b. Faculty members;
   c. Content and Communications Specialist; and
   d. SEE/ERC Senior Professional Development Specialist.

B. Responsibilities:
   a. Coordinates website, media, and social media content for the ME department to promote and support the mission and programs of the ME department;
   b. Oversees development and distribution of internal and external marketing materials, including department newsletter;
   c. Develops and maintains relationships with industry, alumni, donors, and strategic partners outside and within the campus;
   d. Develops programming and events to engage alumni and industry representatives with faculty and students in the department, including:
      1. Industry/Student/Curriculum engagement activities, such as Annual ME Alumni Connect Day, events in support of SEE initiative and student professional development
      2. Industry/Research engagement activities
      3. ME Partners program, including annual meeting;
   e. Manages and maintains department events calendar;
   f. Coordinates relationship tracking for alumni, industry partners, volunteers, and interested parties; and
   g. Fulfills other responsibilities as needed to ensure effective promotion of department activities.

C. Additional Responsibilities of the External Relations Committee Chair:
   a. Coordinates with College and Campus personnel in Advancement, Communications, and Alumni Relations;
   b. Supervises the SEE/ERC Senior Professional Development Specialist, including conducting annual performance evaluations and supporting their professional development;
   c. Supervises, in conjunction with the college communications supervisor, the Content and Communications Specialist, including providing feedback to annual performance evaluations and supporting their professional development.