

DEPARTMENT OF MECHANICAL ENGINEERING  
STANDING COMMITTEE CHARTERS

October 30, 2018

- 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. Facilitates K-12 and other educational outreach programs;
    - f. Manages and maintains department events calendar;
    - g. Coordinates relationship tracking for alumni, industry partners, volunteers, and interested parties; and
    - h. 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.