

# Chemical and Petroleum Engineering Advisory Board



University of Kansas

## **BACKGROUND**

This document is intended to provide information about the Chemical & Petroleum Engineering (CPE) Advisory Board. It will be made available to individuals who are, or will, work with the department, including prospective Advisory Board members, prospective Faculty members, Students and all interested persons and institutions.

## **SECTIONS**

1. Advisory Board Mission Statement
2. The Role of the Advisory Board
3. Advisory Board Structure and Business Process
4. Advisory Board Members
5. Advisory Board Meetings: Focus and Actions

### **Section 1. Advisory Board Mission Statement.**

## **MISSION STATEMENT**

The CPE Advisory Board will provide an organized, interactive forum for communication between the professional community, the faculty, and students of the KU Chemical and Petroleum Engineering Department to achieve the highest level of Department performance.

## **Section 2. The Role of the Advisory Board**

The role of the Advisory Board is to:

- Provide input on business and technical trends, the needs and priorities of industry, government and the professional community as they bear on the Department's mission, curriculum, course content, and research focus.
- Give guidance on Department strategies to assist the Department in maintaining effective liaisons within the University and with the professional community.
- Assist the Department in communicating Department research programs to industry and government and to other academic institutions.
- Offer guidance focused on the recruitment and placement of KU CPE graduates.
- Assist in the recruitment of CPE graduate school candidates to KU.
- Ensure awareness of Department and student needs within the professional community, and encourage broad-based industry, government and individual participation in satisfying those needs.
- Present Department students with tangible examples and role models of successful engineering careers.
- Provide feedback to Department Chair by conducting annual student interviews.
- Provide mentoring and networking opportunities to CPE undergraduate and graduate students.
- Provide a venue for Students and Faculty to practice and hone oral presentations.
- Offer advice regarding the development of consulting and sabbatical opportunities for KU faculty.
- Give guidance regarding fund raising opportunities, both private and corporate.
- Provide effective feedback to the Faculty on the processes and outcomes of the current Department education system for use in the ABET Accreditation process.
- Provide recommendations and input to the School of Engineering Dean as appropriate.

## **Section 3. Advisory Board Structure and Business Process**

### **3.1 Advisory Board Meetings**

Board meetings will be held twice a year at the Lawrence Campus of the University of Kansas. They will consist of a Fall Meeting and a Spring Meeting. The Department Chair and the Advisory Board Chair will organize and structure the meeting time, place and agenda. Board meetings will be called by the Department Chair or his/her designee.

### **3.2 Advisory Board Structure**

#### **3.2.1**

The Advisory Board will consist of the Chair, Vice Chair, Secretary (designated by the CPE Department), the CPE Department Chair, selected CPE Faculty representatives, the Student President of AIChE, the Student President of SPE, a selected CPE Graduate School representative, and elected Board members. The Board will consist of at least 20 to 24 industry and academic representatives not directly connected to KU for a total membership not to exceed 35 members.

#### **3.2.2**

The Advisory Board will be directed by a Steering Committee. The Steering Committee will be selected from the Advisory Board Members. It will consist of at least eleven total members, six Board Members (non-Faculty, non-Student), the three standing subcommittee chairs (Hall of Fame Selection, Membership, and Student Exit Interview), any ad-hoc subcommittee chairs, the appointed faculty Board Secretary, and the Department Chair. The Board Members will serve 3 year terms. These terms will be staggered as to retirement date into 3 groups of two Board Members in order to maintain continuity. The Steering Committee will nominate a Chair, a Vice Chair, and two new Steering Committee Members at the Spring Meeting to be approved by the entire Advisory Board. The Chair will serve for one year. The Vice Chair will be selected from the two Steering Committee Members immediately following the Chair in order of service term. The Vice Chair will become the Chair as the Chair retires at the conclusion of the Spring Meeting. The Steering Committee Chair serves as the Advisory Board Chair.

#### **3.2.3**

Focused subcommittees, accountable to the full Board, are at times established at the discretion of the full Board. The purpose of the subcommittee is to support the goals, objectives and needs of the CPE Advisory Board and the Department. Each subcommittee will provide a one paragraph summary of the charter of their subcommittee along with any specific objectives or goals. This will be provided in an appendix to the CPE Advisory Board Charter. Status reports of the subcommittees are to be provided to the Steering Committee and full Board at the Fall and Spring meetings.

The subcommittees are transitional as the primary purpose is to serve the current needs of the CPE Advisory Board and the Department. The subcommittees can be established or terminated with a recommendation by the Steering committee

and a vote of the Advisory Board. It is recommended that if one is established, it should remain in existence for at least one year. Each subcommittee will have a chair with at least one additional member. The chair of the subcommittee will be a member of the Steering Committee. The length of term of the chair and members is established by the needs of the subcommittee.

### **3.3 Advisory Board Member Qualifications**

Members are nominated and selected based on their demonstrated leadership, their contributions to the professional community, their ability to contribute on the Board, and their desire to serve. The goal will be to have the membership reflect and accurately represent the C&PE industry in human diversity as well as in company size affiliations and specialties.

### **3.4 Advisory Board Membership Term**

Board Members will serve a four year term beginning with the Fall Meeting for the selected academic year. The Members term will end following the conclusion of the Spring meeting. The Department Chair, Faculty Representatives and Student Representatives will serve concurrent with their position in their respective organization. Retiring Members may be asked to serve an additional term at the discretion of the Steering Committee.

### **3.5 Advisory Board Membership Nomination Process.**

Nominations for Advisory Board membership are made by standing Board Members. The individual making the nomination is responsible for inquiring of the nominee's willingness to serve. Selection is by vote of the full Board. Diversity of background and professional experience is considered in selecting and nominating prospective members.

The Membership subcommittee has the responsibility to review the qualification of all nominees and to assess the skill set of the individual in light of the board and Department needs. The subcommittee will provide an assessment to the Steering Committee which will then determine whether the candidate should be presented to the Advisory Board for selection.

## **Section 4. Advisory Board Members**

A current and accurate list of all Board Members and relevant information is kept in the CPE Department. This list will be made available to all interested parties.

## **Section 5. Advisory Board Meetings: Focus and Actions**

The Fall meeting is typically strategic and information focused, with the Board reviewing and considering benchmarking and metric-related information tied to previously established long and short term Department plans. The Spring meeting is generally pointed towards long and short-term plan development and related decision making. The Spring meeting also includes the conducting of Senior Exit Interviews.

At each meeting, the Board encourages interaction with CPE students through BoardStudent luncheons/mixers and through student presentations to the Board.

## Appendix 1

### Membership Subcommittee Charter

The Membership subcommittee will strive to obtain a proper balance of membership on the Advisory Board to ensure a diversity of representation from industry, academia, geographic location, gender, and age. In addition, the subcommittee will proactively recruit new board members through interaction with the C&PE department and industry representatives. The subcommittee is responsible for interactions with new members to ensure they are properly reviewed, introduced and assimilated into the Advisory Board.

### Hall of Fame Subcommittee Charter

The Hall of Fame Subcommittee coordinates the process required to honor graduates of the Chemical and Petroleum Engineering programs at KU who have made noteworthy contributions to their fields. The Subcommittee will solicit and evaluate nominations from the Board and from the department faculty; assess nominee qualifications; present successful nominees to the faculty for approval; contact the awardees; and coordinate the award presentation.

### Student Exit Interview Subcommittee Charter

The Student Exit Interview Subcommittee facilitates the process in which students are interviewed either individually or in a group to gain a better understanding of their experience at KU. The goal is to ensure that the students educational experience is evaluated and considered as part of the overall CPE Department's performance in order to continuously improve the quality of education provided by the department. The major constituents and their roles are:

1. The students, who provide their opinions and feedback through questionnaires and personal interviews with Advisory Board members.
2. Advisory Board members conducting these interviews, who obtain candid and anonymous feedback from students, and provide the CPE Department Chairperson and the Advisory Board with an appropriate summary with the major issues identified during the interviews.
3. The CPE Department Chairperson and faculty, who follow up, as necessary, to address the issues, and inform the Advisory Board on the actions taken and results obtained.