

Texas Tech Electrical & Computer Engineering Industrial Advisory Board Overview for New Members

Version 1 – May 10, 2012

Introduction

Welcome to the Texas Tech Electrical & Computer Engineering Industrial Advisory Board (ECE IAB)! We're very happy to have you onboard as a member of the IAB. This document is intended to provide some background on the IAB, as well as point you to some resources on the ECE and TTU web sites. We hope you'll find this information useful.

The Industrial Advisory Board (IAB) is made up of graduates and friends of the ECE department here at Texas Tech University. IAB members are successful engineers, business people, and entrepreneurs representing a broad range of industries and disciplines. Past and present members work in the defense, power, semi-conductor, computer, instrumentation, and telecom industries, just to name a few. Companies represented on the IAB range from some of the world's largest corporations to research labs to start-ups to family-owned businesses.

The IAB provides a friendly forum and sounding board in support of the ECE department, its students, faculty and staff. Some examples of current and recent efforts are:

- Worked with faculty on curriculum upgrades. These include establishment of a non-thesis Master's degree, post-graduate certificate programs, and revamping the Computer Engineering curriculum.
- Promote an ongoing dialog among students, faculty, and staff in order to best advise the administration. We meet annually each Fall with IEEE and other interested ECE students for an open forum discussion. We have recently instituted open meetings with ECE faculty and staff.
- We provide inputs and work with faculty on accreditation reviews. These reviews help to ensure that ECE's programs meet quality standards set by the profession.
- We encourage ECE student groups to propose projects aimed at improving the experience and enhancing the success of ECE students. We then provide funding to help student groups implement their proposals.
- We work with ECE faculty to identify and promote new academic and research areas. Recently, IAB members have been actively involved in "smart grid" developments.

Resources and information at the Texas Tech web site

Information about the Texas Tech ECE department can be found on the TTU web site at: <http://www.depts.ttu.edu/ece/>. This link has overview information about the department, faculty, and curriculum. Once at the ECE home page, you can also access information, member roster and documents about the IAB by navigating to the "Industrial Advisory Board" tab on the left-hand side of the page.

Meeting Schedule

The IAB has regularly-scheduled meetings on campus twice a year. The Fall semester meeting coincides with Homecoming Weekend, usually in mid-October. The Spring semester meeting is usually held in early- to mid-April.

Activities at the **Fall Semester** meeting generally include:

Thursday – informal lunch opportunities with small groups of students or faculty.

Thursday – early evening - exchange/feedback meeting and pizza party with interested students.

We work with the IEEE student branch to organize this. Our goal is to get feedback from the student body about issues within the department, as well as identify things that are going well.

Friday – IAB meeting (all day), usually in the Bullen Room, 2nd floor of ECE building.

Saturday – Whitacre College of Engineering donors' breakfast (invitation only).

Saturday – Football

The **Spring Semester** activities usually include:

Thursday – informal lunch opportunities with small groups of students or faculty.

Thursday – early evening – Dean's reception for incoming Distinguished Engineers

Thursday – evening – ECE Banquet featuring recognition of students and faculty and induction of new members of the ECE Academy

Friday – IAB meeting (all day)

Friday – lunchtime – induction of new WCOE Distinguished Engineers

Membership Responsibilities & Opportunities

The IAB consists of 16 elected members plus 2 members appointed by the ECE Chairman. Members serve two year terms, and can be re-elected for up to two more consecutive terms (for a maximum of six consecutive years). We have an informal expectation that members be able to attend at least three of the four meetings held during a two-year term. Attendance at IAB meetings cannot be delegated.

Besides the semi-annual Friday meetings, IAB members have numerous opportunities to dialog with students/student groups, faculty, and staff. We meet with students in the Fall to discuss their issues and concerns. Likewise, we meet with the faculty and staff in the Spring. In these cases, the goal is to provide a “friendly forum” for the open exchange of issues and ideas; and therefore to see where the IAB might be able to help encourage solutions or improvements.

We also have more informal opportunities for small group exchanges. The female IAB members host the women students in the department for lunch or snacks. We also look for opportunities to host lunch with small groups of faculty.

IAB members are active as mentors for students in various departmental programs. Speaking opportunities also exist to address student groups about technical and business developments.

Governance

The by-laws governing IAB operations are available on the IAB web site at: <http://www.depts.ttu.edu/ece/alumni/iab/>
Click “Key Documents” and then “Bylaws”.

The IAB has three officers and a committee structure. This governance approach allows ample opportunities for involvement of all the board members in areas of their interest.

Officers include the **Chairperson**, **Vice-Chairperson**, and **Recording Secretary**. Terms for these officers are established in the by-laws.

Current committees include:

Curriculum	Development
Faculty/Staff Relations	Student Relations
Nominating	Diversity

For more information on the IAB committee responsibilities, go to the IAB web site at: <http://www.depts.ttu.edu/ece/alumni/iab/>
Click “Key Documents” and then “Committees”.

IAB Funding and Expenditures

Some of our activities require spending money. It has been our tradition to make donations, in amounts of the individual member’s choosing, to the ECE IAB Financial Fund. This fund is held within the university’s accounting system and administered by the ECE department financial manager.

Instructions to contribute to the fund are available on the IAB web site at: <http://www.depts.ttu.edu/ece/alumni/iab/>
Click “Key Documents” and then “How to Make Contributions”.

Some uses of this funding include:

- Making grants to student organizations to support projects aimed at improving the experience and success of ECE students. We have supported the IEEE student branch, Eta Kappa Nu honorary society (HKN), Association of Women in Electrical Engineering (AWEE), and the RoboRaiders in efforts to improve student retention, enhance skills training, and promote engineering outreach.
- Funding for departmental instruction. We have provided funding for labs and the stockrooms. We are currently working on several proposals for classroom enhancements and undergraduate laboratory enhancements.
- Hosting various forums for interaction with students, faculty, and staff.

Directions, Parking & Other Logistics

For those of you that may not be familiar with the Texas Tech campus, driving directions are at the TTU web site: www.admissions.ttu.edu/index.php/lubbock/travel

The easiest way to get to the ECE building is via the main entrance to the Texas Tech campus at Broadway and University Avenue. Traveling on University Ave., turn westbound onto Broadway to enter campus (if going north on University, it's a left turn; if going south on University, it's a right).

Once on Broadway, stop at the Entry Station on your left. Tell the attendant that you're an IAB member and will be attending meetings at the Electrical Engineering Building. The attendant will register your license plate number, which will give you visitor status for the day. If you're on campus for multiple days, you must register each day. The Entry Station is usually staffed beginning at 7:30am. The attendant can also give you further directions.

Continue straight through the next stop sign (be aware that crossing traffic does not stop). Bear right into the main circle, and then take the immediate next right. You're now on the "Engineering Key". Park in any designated "Visitor" parking spot. The ECE building will be on the west side of the Engineering Key. Campus maps and more parking information can be found at <http://www.parking.ttu.edu/visitors>

The ECE department office will provide a login for wireless internet access, should you need it.

WE'LL SEE YOU IN LUBBOCK !!