

College of Engineering Dean's Advisory Council

1- Mission: The mission of the Dean's Advisory Council (DAC) is to assist and advise CENG through the following roles and objectives:

- **Advocacy:** DAC will communicate the strategic vision as well as the needs and priorities of CENG with the University Leadership, Alumni, Industry and other internal and external constituencies. It will also support CENG in fostering mutually beneficial relationships with industry, the engineering, scientific and professional communities, and state and federal governments.
- **Guide:** DAC will help CENG develop strategic goals, plans, and initiate new programs. It will also provide an outside perspective to the CENG's leaders on the strategic direction of the College, help guide development of best practices to enhance the national visibility of CENG, and market the CENG to all groups outside of CENG.
- **Sounding Board:** DAC will be a sounding board for the Dean's leadership, in reviewing, evaluating and implementing strategic plans, setting priorities, and consulting with the College leadership regarding issues of mutual concern related to the educational, research and service programs.
- **Resource:** DAC Fund raising and advocacy are separate functions. DAC's role in fund raising should be one of endorsement, providing contacts, helping secure financial resources through personal support as well as identifying, cultivating and soliciting prospective donors, helping guide presentation of the case in support of the needs and programs, students, faculty, facilitating, and strategically leading.

2- Membership:

Membership on DAC is by invitation of the Dean of Engineering. Prospective members of the DAC may be nominated by the present members or by members of the College of Engineering faculty or staff, with final approval by the Dean. Members are selected based on exceptional ability to contribute to one or more of the DAC's objectives. Membership shall include academic, industry, professional societies, national laboratories, and federal and state government agencies. It will also include members from the international community DAC members will be distinguished for their record of leadership and accomplishments.

3- Size of the Council and Term of Service

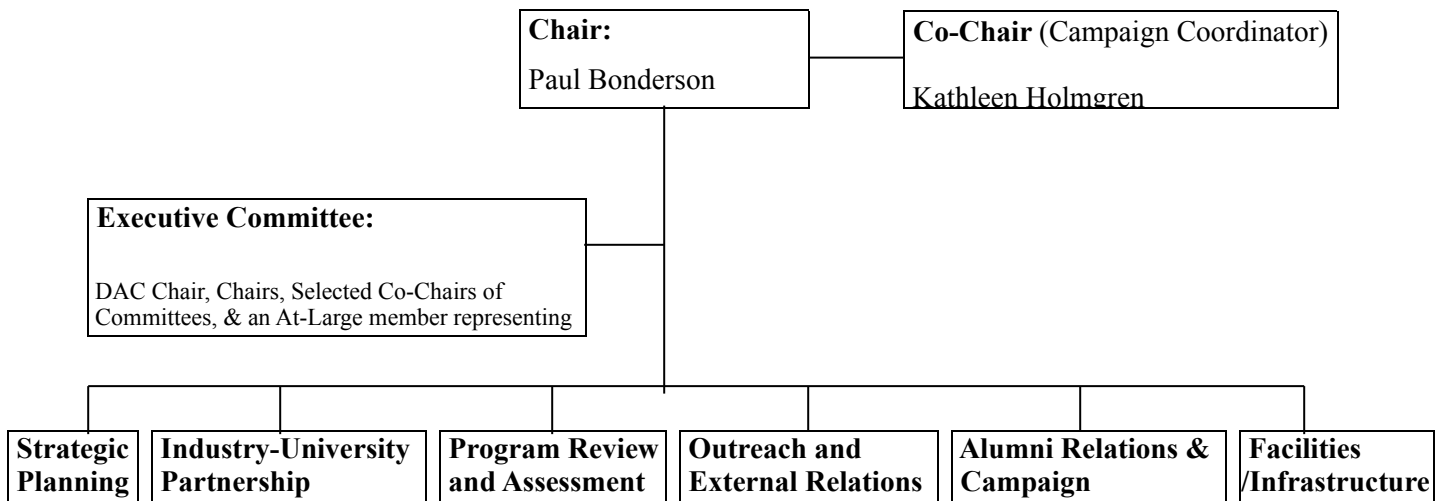
The DAC will consist of a maximum of 60 members. Membership terms will be three years, with the option to renew at the discretion of the Dean. Membership will not be limited to alumni of Cal Poly and it will also reflect gender and ethnic diversity in addition to reflecting the importance of maintaining specific industry relations that are valuable to CENG. Upon completion of one or more active terms, members may be honored with Emeritus status. Emeritus members will receive most DAC communications but will not participate in regular meetings of the DAC. Emeritus members will also be invited to attend the Engineering Distinguished Alumni Award Dinner held in conjunction with the Spring meeting of the Council.

4- Organizational Structure and Governance of the DAC

The DAC will have a Chair and a Co-Chair, each serving three year terms, with the Co-Chair succeeding the Chair. Chair of DAC should frequently communicate and coordinate with the Dean and the Executive Committee, in advance of DAC and Subcommittee meetings, to identify key issues and the most pertinent information in order to focus on efforts where it will be most productive. The Co-Chair will be the CENG Campaign Coordinator.

The following Organizational Structure, Committee Structure and Governance were established at the first meeting of the Executive Committee in February 2006, in order to help the College in five strategic areas.

4.1- Organizational Chart of the DAC



4.2- Committee Memberships and Functions

DAC will have six standing committees that have been created to address the strategic needs of CENG and to facilitate an active linkage between the DAC and all its constituencies. The six standing Committees, formed per April 2006 meeting of the Executive Committee, are listed below. The specific charter of each Committee will be developed at the first meeting of the committee in Fall 2006. The overall guidelines for developing these charters have been outlined in the following:

4.2.1- Executive Committee:

Consists of the Chair and Co-Chair of DAC, chairs and a few selected co-chairs of the six standing committees, and an At-Large member representing the University Administration. This Committee will serve on behalf of the Council.

4.2.2- Strategic Planning Committee:

Charge:

- To assist with the development of a Strategic Plan, a Vision/Mission for the College and for the Dean's Advisory Council, as living documents.
- Monitor the implementation of the aforementioned Strategic Plans.
- Work with other Committees to assess the progress towards strategic and annual goals and objectives, as well as develop the corresponding measures and metrics.

4.2.3- Industry-University Partnership

Charge:

- To develop and implement a plan which assures that College has a world class partnership program with industry
- Help the College to establish a managed plan to guide the interaction and communication between industry, government agencies/organizations, foundations, and other universities with CENG faculty and students; facilitate the achievement of results, and to help the infrastructure, programs and other needs of the College.
- Assist the College to establish the PBLI and within that a few consortia (industry-university partnerships) in CENG thrust areas and to facilitate project and student/faculty support.

4.2.4- Program Review and Assessment

Charge:

- Asses the undergraduate and graduate programs of the College on a regular basis
- Through a partnership with industry, identify and suggest the development of innovative and attractive academic programs that enhance the quality and improve the national visibility of the College, e.g. a unique MS degree for industry, REUs, short courses, on-line programs, etc.
- In collaboration with other committees, assist with the development of the resources and infrastructure needed or to help faculty develop innovative programs

4.2.5- Outreach and External Relations

Charge:

- Develop programs and mechanisms to outreach the largest body of external constituencies.
- Help CENG with the right marketing and PR tools.
- Work closely with other committees to develop a plan for promoting CENG programs, initiatives, faculty, competency areas and be the CENG's ambassador both within the university and externally.

4.2.6- Alumni Relations and Campaign for Naming the College

Charge:

- In working with the College and the Departments develop a plan and a list of priorities for the College (faculty, Student, Infrastructures, Program support)
- Outline a plan and a strategy for implementing a campaign for fund raising and naming the College with a goal of a \$50M endowment
- In working with the Outreach Committee, organize alumni events (including regional ones), and outreach the largest body of CENG alumni and other constituencies to pursue the above goal.
- Work closely with the University Advancement and coordinate the College plan/needs with those of the University

4.2.7- Facilities and Infrastructure

Charge:

- In working with the College and the Departments develop plans to identify, prioritize, integrate, acquire and maintain the facilities and infrastructure within the College,
- Work closely with Industry-University and other committees, as relevant, to identify the resources for maintaining the facilities. An immediate need is to equip and furnish Bonderson Building,
- Help with the development of long term plans for supporting the space needs of the College, as part of the strategic plan.

4.3- Meetings

DAC will meet once a year, in the Fall. The Executive Committee meets three times a year (including the full DAC meeting in Fall) and will communicate regularly via other avenues throughout the year. Fall meeting will be a two day meeting. The Executive Committee will meet in the morning of the first day and all DAC committees will meet in the afternoon of that day. All departmental Advisory Boards will hold their meetings on the first day, in conjunction with the Executive Committee and DAC Committees meetings. In addition, each Committee will meet two more times during the year and will communicate the outcomes of their meetings with the Executive Committee. Thus, in addition to the Fall meeting, both Executive Committee and all other Committees will hold two additional meetings throughout the year. A joint dinner will be held on the evening of the first day of the fall meeting and all DAC members, all Department Chairs, selected faculty and students, and all departmental advisory board members will be invited to attend. Distinguished Alumni Awards will be presented at this dinner meeting. On the second day Committees will present their recommendations and action items at the general DAC meeting. In addition, selected departments may also be invited to present an overview of their programs to DAC. The chair, in collaboration with the dean, sets the dates and the agenda for meetings of the Council. The Office of the Dean is responsible for arrangements and, in working with the chair, prepares the agenda for each meeting and mails it to all members of DAC prior to each meeting. At the end of each meeting, Council makes suggestions for the agenda of the next meeting.