

ECE Advisory Board Meeting

Minutes

Wednesday April 9th 2008 – 5 pm

Attendance:

Briana Morey	bmorey@wpi.edu
Alex Cunningham	alexgc@wpi.edu
Vivek Varshney	vcv@wpi.edu
Deepa Krishnaswamy	deepa_k@wpi.edu
Keith Chester	keithc@wpi.edu
Kevin Harrington	harrington@wpi.edu
Neal Humphrey	neal@wpi.edu
Bhavika Shah	bhavika@wpi.edu

1. Deciding on a mission statement

- “voice of the people”
- Every person in attendance should write a mission statement – send to Briana by Wednesday

2. Selecting official board members/RBE/social policy people

- Send an e-mail to the ECE department at the start of A term
- Make sure to get grad students involved
- Look into UPC – Undergraduate Program Committee
- Get those involved in GPC within ECE – Graduate Program Committee
- First come first serve for others

3. Elections

- A term next year
- Ombudsman – confidential
- Secretary - Communications Secretary to possibly go to other advisory board meetings
 - read other group’s minutes
- Need Advertising
- Positions
 - 2 to 3 students from each class and grad students – voting members
 - Walk-ins and RBE/Social policy members– non-voting members
- Should implement a “constitution” of splitting up the work
 - paragraph about organization of the board
 - policy of changing the constitution – 2/3 vote
 - make sure that it’s easy to elect more people

4. Website

- Space on ECE website – next to the faculty advisory board
- Brenda will receive and post the agenda and minutes from each meeting

- Develop a mission statement and who we are
- SGA – could create a site of various departments advisory boards

5. Advertising once we are established

- During the last two weeks of summer – e-mail each other
- During A term – meet a week or two into the term and create posters
- During C term – advertise to the freshmen enrolled in ECE2011

6. Scheduling the next meeting

- Invite the proper people from each class and organization
- Adding people to the mailing list

7. Miscellaneous

- Should this be an official club?
 - SAO – each club gets an add in the newspaper once a year for free
- Newspaper article in A term
- Have each student fill out a form
 - name, class and why the person is interested
 - just to make it “official”