

Photonic Science and Engineering  
Advisory Board Charter  
CREOL, The College of Optics and Photonics

**Article I: Name and Affiliation**

The name of this organization shall be the University of Central Florida Photonic Science and Engineering Advisory Board, here referred to as the “Advisory Board”. The Advisory Board is a volunteer organization and shall operate as regulated by this charter and by the regulations governing such groups recognized by the University of Central Florida.

**Article II: Purpose**

The purpose of the Advisory Board is to support and advise the University of Central Florida Photonic Science and Engineering (PSE) program in achieving the program’s mission and goals and to assist the PSE program in being recognized national and internationally for excellence in photonics.

The principal function of the Advisory board is to interact and share feedback with the Dean, Associate Dean, faculty, students, and staff. It is anticipated that Advisory Board members’ professional experience in a wide range of engineering activities will help to enhance the program’s productivity and contributions to the constituencies the program serves. This will include a regular review of the ABET Program Educational Objectives and the assessment of measures.

The Advisory Board is intended to be advisory and its meetings are for the purpose of exchanging information, views, and providing feedback. Additionally, the Advisory Board may be asked to review, comment on, or participate in selected activities the within the PSE program.

**Article III: Advisory Board Membership**

Advisory Board members are volunteers who support the charter of the Advisory Board. It is the intent that the membership will represent diverse organizations (such as businesses, government laboratories and graduate schools) that employ optical and photonic engineers. Members must be willing to attend meetings of the Advisory Board and serve on committees as needed. No monetary compensation is provided for travel or meeting attendance.

The number of Advisory Board members shall be a minimum of 7 with the maximum number set by the Dean of CREOL, The College of Optics and Photonics.

Members of the Advisory Board do not have to be alumni of the University of Central Florida PSE program nor necessarily be University of Central Florida graduates.

Advisory Board members shall be appointed by the Dean of CREOL, The College of Optics and Photonics. The Advisory Board may provide recommendations of prospective Advisory Board members to be considered for appointment. New members can be considered at any time.

Members of the Advisory Board will serve two year terms, up to three total terms, for a maximum of six years. Where possible, terms should be staggered. The term begins at the first meeting after which an Advisory Board member is appointed.

**Article IV: Officers and Duties**

The principal officers of the Advisory Board shall be the Chair, Vice Chair, and the Secretary. The Advisory Board may name additional officers as it deems necessary at any time and will specify the length of the term for that officer.

The **Chair** shall be the official representative of the Advisory Board. The Chair shall facilitate and represent the activities of the Advisory Board; preside at all meetings of the Advisory Board; plan the meetings and prepare the agenda in conjunction with the Associate Dean. The Advisory Board Chair shall establish committees and organize special task forces to accomplish the goals of the Advisory Board, and perform all other duties pertaining to the office. Within 60 days after an Advisory Board meeting, the current Chair shall write a letter to the Dean of CREOL, The College of Optics and Photonics summarizing recommendations, strengths, and areas for improvement.

The **Vice Chair** shall work with the Chair in meeting the objectives of the Advisory Board. In the absence of the Chair, the Vice Chair shall preside at meetings of the Advisory Board. It is expected that the Vice Chair will succeed the Chair.

The **Secretary** shall keep the minutes and attendance of all meetings. Minutes shall be issued within 30 days of the meeting. The Secretary ensures that all the correspondence of the Advisory Board is filed with the PSE Program Director. College of Optics staff will be available to assist the Secretary.

The Advisory Board Chair, Vice Chair and Secretary will serve two-year terms or until their respective successors are chosen and qualified. Elections for Chair, Vice Chair and Secretary shall be held every two years during the Spring Advisory Board meeting and their respective terms will commence 60 days after the meeting. Nominations shall be solicited during the Spring meeting with elections to follow before the end of the Spring meeting.

Any officer of the Advisory Board may be re-elected for consecutive terms.

Vacated officer positions shall be filled as follows:

- If the vacated office is the Chair, the Vice Chair assumes the office.
- If the vacated office is the Vice Chair, the Advisory Board Secretary will notify all of the membership of the vacant office and solicit nominees and an election will take place at the next meeting. A majority vote of the board members present is required.
- If the vacated office is the Secretary, a new Secretary will be solicited at the next meeting. A majority vote of the board members present is required.

## **Article V: Meetings and Functions**

Regular meetings of the Advisory Board will meet at least once, typically twice, during the calendar year. The annual meeting shall be held in the spring with a second in the Fall, if determined by the Advisory Board.

Meeting will normally be held at the University of Central Florida Main Campus, at the College of Optics and Photonics. Meetings will consist of at least a one-day business meeting with longer meetings, as determined by the Advisory Board Chair and the Associate Dean.

Special meetings shall be held at any time when called by the Advisory Board Chair or at a special request of the membership. A quorum of at least five members, or 33% of the Advisory Board members, whichever is greater should be present if any decisions are to be voted on. Special meetings may be held by teleconference. A minimum of 5 business days notice is required.

- All members must be notified of the next regular meeting date at least ninety (90) days in advance of the meeting.
- The agenda and information for review shall be sent at least thirty (30) days in advance of regularly scheduled meetings.

Each regular meeting agenda shall include, at a minimum:

- The Associate Dean update
- Time with current students, without the Associate Dean, Dean, or faculty present.

- A discussion with the Dean
- Review of Program Educational Objectives
- Review of any required Annual assessments.
- Any Proposals for adjustment to the charter
- The next meeting date and time

The agenda shall provide time for the Advisory Board to discuss and advise on each agenda item.

#### **Article VI: Committees**

The Advisory Board shall consider, as appropriate, the establishment of standing committees to perform the normal and ongoing functions of the Advisory Board.

The Chair may create a special committee to serve specific functions for a limited time or to address one time projects or tasks.

An Advisory Board member's service on any committee or task force ends as of the completion of the assigned duties.

A committee chair that is appointed by the Advisory Board Chair will govern each standing or special committee. Committee chairs shall be responsible for setting meetings and agendas to address their specific charges and for maintaining records and reporting results to the Advisory Board at its meetings.

#### **Article VII: Amendments to the Charter**

Any Advisory Board member or the Associate Dean may submit amendments or revisions at any time to the Advisory Board Chair. Amendments or revisions may be submitted in writing or email.

Revisions or amendments to the charter, submitted at least sixty (60) days prior to the next scheduled Advisory Board meeting, shall be considered and voted on at the next Advisory Board meeting.

The Secretary shall send the revision or amendment to all Advisory Board members for consideration no less than 30 days before the next scheduled meeting.

Revisions or amendments to the charter must receive a majority vote of all Advisory Board members attending the regular or special meeting of the Advisory Board.

Proxy votes will not be accepted.

## Charter Approval

This charter of the Photonic Science and Engineering Advisory Board was adopted by a majority vote on this day

\_January 23 \_\_\_\_\_ in this year \_\_\_2019\_\_\_\_\_.

### College Dean

\_\_\_\_Bahaa Saleh\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

### Board Members in attendance and voting:

\_\_\_\_Al Symmons\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_Carl Kutsche\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_Clara Rivero-Baleine\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_Jason Eichenholz\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_Mike Mielke\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_Pradeep Srinivasan\_\_\_\_\_  
Print Name

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Signature

\_\_\_\_Richard DeSalvo\_\_\_\_\_  
Print Name

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Signature

\_\_\_\_Rita Peterson\_\_\_\_\_  
Print Name

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Signature

\_\_\_\_David Hagan\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_Jim Moharam\_\_\_\_\_  
Print Name

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Signature

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