

Ph.D. in Technology

Doctoral Student Advisory Board (DSAB) Charter

Revision 4, February 12, 2014

Mission: The mission of the Doctoral Student Advisory Board (DSAB) is to provide assistance to those who administer the Ph.D. in Technology program in order to continuously improve the program.

Goals: The Doctoral Student Advisory Board is guided by the following goals when addressing its mission:

- To provide advice and recommendations to the Ph.D. program leadership regarding the program in the spirit of continuous improvement.
- Provide support in ensuring that all important communications reach all Ph.D. students***.
- Promote and support a respectful and rigorous intellectual climate for Ph.D. students.
- Sponsor an annual meeting for all Ph.D. in Technology Ph.D. students.

Membership: Membership on the DSAB includes up to three (3) representatives of each stage of the Ph.D. in Technology program. The two stages include: active students who have not achieved candidacy status and active students who have achieved candidacy status. Candidacy status for the purposes of determining stage is determined as of the first day of the fall semester.

- Members shall be identified no later than 14 calendar days after the Fall Doctoral Student Meeting. If the number of nominated members in either of the two stages exceeds the number of board positions open, online elections will be used to decide membership. If no annual student meeting is held in the fall term, members will be nominated and elected online by [October 1st](#).
- In the event a position becomes open (e.g., because of graduation, withdrawal from the Ph.D. in Technology program, or member resignation), open positions shall be filled by volunteers or board appointment.
- Membership shall be voluntary.
 - In the event that more than three Ph.D. students within a particular stage volunteer for the DSAB, the members shall be decided by an email vote of the Ph.D. students within that stage. The three Ph.D. students receiving the highest number of votes shall become the Members. For the purposes of clarity, a majority vote is not required.
 - In the event there is a tie vote, the DSAB Chair from the previous year shall cast the tie-breaking vote(s). If the previous year DSAB Chair has graduated, the Program Coordinator shall cast the tie-breaking vote(s).
- Ph.D. program leadership shall be non-voting members.

Meetings: The DSAB shall meet a minimum of two (2) times per academic year; at least one meeting will be held each Fall and one meeting each Winter semester. Meeting times shall be chosen to accommodate the schedules of the Members. The DSAB may meet more often as the need arises.

- The initial meeting for the Fall semester shall be held no later than two (2) weeks after membership is finalized. The Members shall elect a Chair and Scribe as the first agenda item of the first meeting in an academic year. Until the new Chair and Scribe are elected, the previous year DSAB Chair and Scribe shall perform the duties defined below.
- The initial meeting for the Winter semester shall be held no later than four (4) weeks after the semester begins.
- The DSAB Chair will call the meetings and set the agenda for the meetings.

Roles and Responsibilities: The roles and responsibilities of DSAB Members are:

- **DSAB Chair:** The DSAB Chair is the voice of the DSAB to the Ph.D. Program Leadership. Election to Chair shall be for a term of one academic year, followed by one year as a non-voting advisor, if not re-elected as a DSAB Member. The DSAB Chair may not be re-elected to the position. The Chair is responsible to:
 - Administer DSAB meetings, including establishing meeting dates and times; reserving appropriate meeting rooms and necessary audio/visual equipment; and presiding over the meeting.
 - Create agenda based on items received from the Ph.D. Program Leadership, and Members, and distribute it to attendees no later than two (2) days before the meeting.
 - Ensure all Members have the opportunity to participate and are recognized.
 - Facilitate consensus decision-making and arbitrate disputes between DSAB Members.
 - Invite specific Ph.D. students to attend the portion of the DSAB meeting pertaining to a particular issue if it will facilitate the discussion.
 - Arrange and conduct additional reviews with Ph.D. Program Leadership as needed, based on specific issues or conditions.
- **DSAB Scribe:** The DSAB Scribe is responsible for documenting the proceedings and decisions of the group. Election to Scribe shall be for a term of one academic year, followed by one year as a non-voting advisor, if not re-elected as DSAB Member. The Scribe is responsible for the following:
 - Provide a focal point for communication between Ph.D. Program Leadership, DSAB Members, and COT Ph.D. students.
 - Coordinate with the COT Ph.D. Program Associate to maintain a complete and accurate distribution list of current Ph.D. students.

- Record minutes of DSAB meetings, distribute them to the DSAB and Ph.D. Program Leadership within five (5) days after the meeting, and receive Member agreement or objections and make requested changes within five (5) days of distribution.
- Substitute for DSAB Chair in the event that he or she is unable to perform the activities required.
- Conduct voting when elections are needed for Members in a particular stage.
- **DSAB Member***: Members are the voice of their peers to the DSAB and the voice of the DSAB to their fellow students. Election to membership shall be for a term of one academic year. DSAB Members may be re-elected to the position for up to three years. Members are responsible to:
 - Attend and participate in DSAB meetings and other discussions, regardless of medium employed (e.g., email, conference call, etc.).
 - Participate in reaching decisions and recommendations.
 - Maintain communication with Ph.D. Students in their stage in order to present their issues and ideas, and to inform them of DSAB activities and decisions.
 - Complete assignments as agreed.
- **Ph.D. Program Leadership****: Program Leaders are the voice of the Doctoral Student Advisory Board to the rest of the COT faculty and administrators. Ph.D. Program Leaders are responsible to:
 - Maintain communication with other COT administrators and faculty members in order to present their issues and ideas, and to inform them of DSAB activities and decisions.
 - Attend and participate in each DSAB meeting, in order to facilitate communication and cooperation.
 - Complete assignments as agreed.

Ground Rules: The following ground rules shall be in place for all DSAB activities and communications.

- Be Respectful. Ensure each Member has the opportunity to participate and be recognized without being interrupted.
- Be Prompt. All meetings will begin and end on time.
- Be Responsible. Complete assignments as agreed. Keep confidential information confidential.
- Be Supportive. Practice consensus decision-making. Build on the ideas of others.
- Unless otherwise specified, all meetings will be held in the Student Services Conference Room (150 Sill Hall).

This Charter may be amended by approval of the majority of DSAB Members.

Terms:

**DSAB Member*: Student elected from each stage of Ph.D. Students to represent those students on the Ph.D. in Technology Doctoral Student Advisory Board.

***Ph.D. Program Leadership*: COT Dean and COT Ph.D. Program Coordinator.

****Ph.D. Students (active)*: Ph.D. in Technology students who are currently enrolled in courses or actively involved with their committee.

Revised by DSAB on 2014 (original draft by Linda Puzey 2012)

File: COT Doctoral Student Advisory Board Charter Rev 4 2014-02-12.doc