USER EXPERIENCE (UX)
INDUSTRIAL ADVISORY COMMITTEE (IAC)

BYLAWS

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Last updated by:

Ash Dzick
Chair of UX IAC
Milwaukee School of Engineering

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INTRODUCTION

The bylaws set forth in this document state the purpose and expectations of the User Experience (UX) Industrial Advisory Committee (IAC) membership (also known as “the committee” or “committee”), which is an advising body for the UX program at the Milwaukee School of Engineering (MSOE).

Please contact the committee chair for questions regarding the program, bylaws, or membership.

PURPOSE

The purpose of the User Experience (UX) Industrial Advisory Committee (IAC) is to provide insights on industry trends and promote diverse career pathways to ensure the program produces industry-ready UX professionals. The UX IAC is an **exclusive network of highly skilled UX professionals** that UX faculty, students, and members can tap into for review of work, mentorship, and support in and outside of the classroom.

Additionally, the UX IAC:

- Brings fresh perspectives to the program and industry
- Garners ideas that are relevant to program and industry health
- Reviews student work and provides student mentorship
- Weighs in on curriculum and program changes
- Provides feedback on program values, mission, vision, and strategy

MEMBERSHIP

INDUSTRY PROFESSIONALS

Industry professionals are chosen for their ability to contribute to market and trend discussions, provide insights into upcoming student needs and help prepare our students for industry. Industry professionals can also include part-time faculty with full-time positions in industry.

- **Role:** Must be within user experience or regularly works with user experience professionals and can provide a unique/insightful perspective.
- **Company:** We generally aim to recruit one individual per company, though this may be waived for large companies with UX teams across multiple organizations.
- **Area-based:** The IAC does not require industry professionals to be local, though reserves the right to change their selection process in the future.
- **Tenure:** Industry members serve without fixed term limits and remain on the committee as long as they maintain active status. Members are asked to commit to at least two full school years to provide continuity for our committee.

Responsibilities of Industry Professionals

Industry Advisory Committee (IAC) members are expected to be active, engaged participants in the MSOE UX community. This includes attending all formal committee meetings during the school year and ad hoc officer meetings or other pre-meeting work such as completing a survey.

To maintain strong connections between industry and students, each IAC member must take part in **at least one student-focused engagement activity**, such as:

- Resume or portfolio reviews, or mock interviews
- Coaching or mentoring a student
- Hosting a company tour or similar experiential learning opportunity
- Sharing local professional events or opportunities with the UX Program Chair

Additionally, IAC members contribute to program quality by:

- Advocating for the UX program within their networks
- Nominating a successor when stepping down from the committee

Beyond meeting attendance, **active participation is expected**. Each school year, members must also engage in **at least one additional IAC activity**, which may include:

- Presenting at an MSOE event or guest-lecturing in a class
- Serving on a special committee or working group
- Participating in UX program social events

Alumni Status

After a two-year tenure, an industry member is welcome to transition to alumnus status if they desire. Alumni status is not required; industry professionals are welcome to stay on the committee as long as they maintain active status and are able to provide relevant industry insights. Alumni do not participate in formal meetings and do not have voting privileges.

Termination as an Industry Professional

Industry professionals who do not meet the above responsibilities will no longer be considered active members. Members who have been inactive for more than 12 months will be reviewed by the committee officers and, absent extenuating circumstances, removed from the committee. Terminated members will not participate in our formal meetings and are not eligible to renew their membership. The committee officers are responsible for monitoring and filling open seats with a corresponding role (i.e., industry member with new industry members,

etc.) due to termination.

Faculty Representatives

The faculty is represented by one UX faculty member. The faculty representative may not be the UX program director/advisor.

All UX and TC faculty members have an opportunity to actively serve on the committee and should take turns rotating in and out of the committee. Additionally, any member of the MSOE faculty is invited to attend meetings as an observer.

Responsibilities of Faculty Members

Faculty members are requested at all formal committee meetings during the school year to provide updates on enrollment, curriculum, or any other relevant information.

- Attend formal committee meetings
- Present or contribute to the faculty update during the meeting
- Bring opportunities for UX professionals to lecture during UX classes
- Optionally, attend one-off social events such as student networking or campus tours
- Optionally, lead or join special committees

Student Representatives

The student body is represented by one to two MSOE students with a UX major. All UX students with a sophomore, junior, or senior standing have an opportunity to actively serve on the committee.

Additional requirements include:

- 3.0 or higher GPA
- Completion of the IAC student member application, a fair and equitable selection process open to all eligible UX students (nominations from the exiting student member or an active faculty/industry member are also welcome)
- Permission from faculty advisor & program chair

Responsibilities of Student Members

- Attend formal committee meetings (3x/year) or make arrangements prior to the meeting if unable to attend (due to classroom commitments only)
- Act as student-body liaison and the voice of students during meetings
- Complete an IAC-determined project each school year, with regular report-outs to the committee
- Actively promote IAC events and activities to the student body (flyers, marketing, etc.)
- Nominate replacement at end-of-term

OFFICERS

The officers work as a team to run the committee and build/maintain connection between the UX faculty, students, and industry. Officers must be formally nominated by an active committee member (can be a self-nomination) and are elected by committee vote.

The officers of the UX IAC are **additive roles** to the committee and consist of the following:

- Chair: Head of the committee
- Co-chair: Co-head of the committee

Chair

Head of the committee and presides over meetings.

- **Membership:** Industry or faculty member in active standing, has been a member of the committee for at least one year
- **Term:** 2 years + 1 term renewal

Responsibilities of Chair

- Lead, organize, and facilitate all IAC activities and meetings
- Plan and facilitate formal committee meetings (3x/year)
- Collaborate with co-chair to create meeting pre-reads and agendas
- Meet 1x1 with committee members
- Facilitate committee survey, as needed
- Replace retired and terminated committee members
- Ensure Bylaws are reviewed every 2 years
- Advocate for and build MSOE UX network

Co-Chair

Assists in management and facilitation of committee. Steps in if the committee chair is unavailable.

- **Membership**: Industry or faculty member in active standing
- **Term:** 2 years + 1 term renewal

Responsibilities of Co-Chair

- Assist Chair in organizing and facilitating all IAC activities and meetings.
- Help Chair in planning and facilitating formal committee meetings (3x/year)
- Collaborate with Chair to create meeting pre-reads and agendas
- Maintain committee documents and records including, but not limited to:
    - Member list (names, contact information, photos)
    - Web page

    - Metrics
    - Bylaws
- Advocate for and build MSOE UX network

Member Selection

Our committee strives for diversity, promotes inclusion, and supports MSOE's commitment to diversity and inclusion. We celebrate our differences and benefit from each member's individual expertise, talents, cultures, worldviews, perspectives, opinions, and values. With diversity in mind, committee member selection is important to the balance and strength of our work together.

The composition of the committee will be monitored by the officers of the committee to maintain a membership composed of:

- 1 Chair and 1 Co-chair
- 1 Faculty representative (may not be the UX program director/advisor)
- 1–2 Student representatives (additional students may attend as observers only)
- 8–12 Industry professionals (a blend of backgrounds and specialties)

To avoid a stalemate vote, the committee will also work towards maintaining an odd number of members.

Recruitment of Members

Once a potential member is identified across any stakeholder segment, the committee chair must be notified, and introductions will be coordinated with all parties to onboard the new member.

Administrative Support

The Humanities, Social Science, and Communications (HSC) department Administrative Assistant (AA) supports the Chair and Co-chair on meeting logistics. Additionally, the AA attends and records meetings; however, is not an active member of the committee and does not vote on committee topics.

SPECIAL COMMITTEES

Special committees (SC) can be created on a scheduled or ad hoc basis depending on the needs of the UX program and committee.

Purpose

The purpose of a special committee is to focus on a specific topic that needs attention and cannot be addressed within the formal committee meeting schedule and agendas. Examples of committees may include, but are not limited to:

- Undergraduate research
- Curriculum development
- Portfolio and senior design
- Special topics in UX, etc.

The outcomes of the special committee must be brought back to the larger UX IAC for awareness, actions, and support.

Requirements to Form a Committee

Special committees can be requested by any active committee member (industry, faculty, or student). To form a committee, the requestor needs UX IAC support and coordination with the committee chair.

Additionally, the committee needs to identify a leader who:

- Creates a clear charter that outlines the purpose, goals, membership, and timelines for the committee
- Recruits SC members
- Reports back to IAC at IAC required meetings and on an ad hoc basis

MEETINGS

The committee meets formally three times a year (approximately 1 hour each), typically in October, late January/early February, and April. This cadence allows the committee to plan work for the school year, have a checkpoint to review progress for all committee work efforts, and to report results of committee work at the end of the year. **Formal meeting attendance is required.**

- Individual, 1x1 committee member and chair meetings also take place to prep for the formal meetings (30 minutes).
- Ad hoc meetings will take place as needed.
- ***Note***: Special committee meetings are independently scheduled outside of formal UX IAC committee meetings.

POWER OF COMMITTEE & VOTING

Support from the UX IAC is important to the health of the UX program and plays an important role in university processes and community positioning. **Committee votes are non-binding and**

are used to capture committee support of proposed topics. The committee will be asked to vote, or weigh in on, topics such as, but not limited to:

- Program and curriculum changes
- Student requirements
- Committee bylaws, business, etc.

Voting can be facilitated in meetings or in collaborative workspace (i.e., Slack). A **quorum is 70% of active members** present. Majority vote is needed to support any proposed changes, amendments, or new business.

DUES

No dues are required for membership on the committee; instead, members contribute their professional time. Time commitment varies based on membership.

BYLAW REVIEW AND AMENDMENT

Bylaws shall be **reviewed every two years**; however, they can be amended at any time based on committee needs. Bylaw amendments must be voted on by UX IAC committee members.

PROFESSIONAL DISCLOSURES

Vision, Mission and Values

The efforts of our committee must take into consideration and align with MSOE and UX program's vision, mission, and values. We use this information as reference points to guide and steer committee discussions and decisions.

MSOE Vision, Mission, Values

Nondisclosure Agreement

As a member of the Milwaukee School of Engineering User Experience Industrial Advisory Committee (MSOE UX IAC), you are asked to weigh in on and vote on topics such as, but not limited to, program curriculum, goals, and strategy. The nature of the information shared in meetings (in person or virtual) or other communications (email, phone call, printed materials, etc.) may be confidential, or sensitive in nature, meaning that the information is proprietary to MSOE and not generally known to the public, whether in tangible or intangible form, in any medium.

Members of the MSOE UX IAC acknowledge that the confidential information is proprietary to MSOE, has been developed and obtained through great efforts by the MSOE UX program, and that MSOE regards all its confidential information as trade secrets.

Other Professional Committee Memberships

Members are welcome and encouraged to join other professional committees that do not have conflicting interests with the UX IAC program.

BRIEF HISTORY OF UX PROGRAM

The UX Program was launched in 2016 under the name of User Experience and Communication Design (UXCD) to replace what used to be a Technical Communication (TC) program. The launch of the new program happened in response to multiple failed attempts to revive the TC program that had existed since 1986. While the TC program enjoyed a great reputation and small, but steady enrollment for 20 years, primarily through internal transfers from MSOE engineering programs, it suffered an irreparable enrollment crisis crippled by several institutional factors in the early 2000s.

Once the TC program was discontinued and the UXCD program entered the educational landscape, a UX minor was created and became an immediate success among software, computer, and biomedical engineering students. The high adoption of the UX minor can be attributed to the complementary nature of the work (i.e., the focus on designing for people) between UX and these engineering fields. In Fall 2019 the program dropped “Communication Design” from its name to reflect the focus on User Experience, and launched, once again, a new curriculum for the UX major and minor.

Our Industrial Advisory Committee (IAC), along with other university stakeholders, was key to the successful transition of our program from TC to UXCD to UX and remains a constant sounding board for the program. The IAC’s work will continue to focus on curriculum updates, program competencies, student learning outcomes (SLOs), and strategy work.

REVISIONS

Date Version	Description	Revised by
September 17, 2026 V4.0	Typo and clarity edits throughout Updated: • Membership composition simplified: chair, co-chair, 1 faculty representative, 1–2 students, 8–12 industry professionals • Term limits removed for industry members; replaced with a 12-month activity requirement • Participation expectations strengthened: formal meetings plus at least one additional IAC activity per year • Meeting cadence moved to three meetings per year (October, late January/early February, April) • Quorum lowered from 80% to 70% of active members • Faculty representative may not be the UX program director/advisor • Student responsibilities expanded: IAC-determined project and event promotion; fair and equitable selection process	Ash Dzick
October 2024 V3.0 DRAFT	Clerical • Moved Revisions to end of document • Minor styling updates • Removal of broken links referring to a local C drive • Combined membership requirements from multiple sections into Industry, Faculty and Student sections to help ease of use Roles of members	Ash Dzick

	• Clarified industry members employed by MSOE should not just be adjuncts but rather part-time professors who are ALSO employed full time in industry • Removal of ambassador for industry professionals. Clarified members must maintain an active status to be part of the committee • Added requirements and clarification about transitioning members to alumnus status • Added additional requirements for students (student report outs, if students are unable to attend, they need to pre-send materials, gathering student feedback) • Added additional responsibility for the faculty representatives (assist in faculty report outs, gathering student enrollment information) • Added requirement that chair must be an active member for at least one year • Added requirement that co-chair must be an active member in good standing Meetings • Updated all references to meetings to include semester general meetings and individual meetings with a chair, co-chair or other IAC represented Special Committees • Removed requirement for a written charter • Removed membership requirements	
November 2023 V2.4	Updated • Meeting cadence dropped to twice	Ash Dzick

	a year to match semester format	
December 2022 V2.3	DRAFT to be reviewed… • Nondisclosure agreement • Other Professional Committee Memberships	Amii LaPointe
May 2021 v2.2	Updated: • Membership section – include diversity statement and link to MSOE D&I Added new sections: • Supporting MSOE and UX Program Vision, Mission, and Values information • Brief history of UX Program	Amii LaPointe – Revisions approved Oct. 1 2021
September 2020 v2.1	Updated: • Membership % image • Meeting image & description to match bylaw implementation • Voting provide clarity on who can vote	Amii LaPointe
June 2020 v2.0	DRAFT removed – Final Bylaws approved by committee.	Amii LaPointe
March – June 2020 v1.0	Initial bylaws drafted and iteratively revised based on faculty and IAC feedback (consolidates v0.5–v1.6)	Amii LaPointe