

USER EXPERIENCE (UX) INDUSTRIAL ADVISORY COMMITTEE (IAC)

Bylaws

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Created by:

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CONTENTS

Revisions	3
Introduction	5
Purpose	5
Membership.....	5
Officers	8
Administrative Support	9
Member selection.....	10
Termination of membership.....	11
Special committees	12
Meetings	13
Power of Committee & Voting.....	13
Dues.....	14
Bylaw review and amendment	14
Supporting MSOE and UX Program Vision, Mission, Values	14
Brief History of UX Program	14

REVISIONS

Date Version	Description	Revised by
March 2020 v.5	Rough draft – Outline of document & shared for feedback with IAC members	Amii LaPointe
April 2020 v1.0	First full draft of document – Reviewed by UX/TC faculty	Amii LaPointe
May 2020 v1.1	Minor revisions based on faculty review and initial IAC feedback	Amii LaPointe
May 2020 v1.5	IAC meeting feedback revision. Revised: <ul style="list-style-type: none"> • Term clarification • Membership Breakdown section • Termination section • Special Committee Section 	Amii LaPointe
May 2020 V1.6	IAC Slack feedback revision. Revised: <ul style="list-style-type: none"> • Membership section: <ul style="list-style-type: none"> ○ Removed "" from odd ○ Clarity to student “exiting” recruitment requirements. • Special Committee Section added: leader’s administrative requirements 	Amii LaPointe
June 2020 v2.0	DRAFT removed – Final Bylaws approved by committee.	Amii LaPointe
September 2020 v2.1	Updated: <ul style="list-style-type: none"> • Membership % image • Meeting image & description to match bylaw implementation • Voting provide clarity on who can vote 	Amii LaPointe

Date Version	Description	Revised by
May 2021 v2.2	<p>Updated:</p> <ul style="list-style-type: none"> • Membership section – include diversity statement and link to MSOE D&I <p>Added new sections:</p> <ul style="list-style-type: none"> • Supporting MSOE and UX Program Vision, Mission, and Values information • Brief history of UX Program 	Amii LaPointe – Needs review and Voting!

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 [committee chair](#) for questions regarding 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. Additionally, the UX IAC:

- Brings fresh perspectives to the program and industry
- Garner 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

Finally, 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.

MEMBERSHIP

The UX IAC consists of three stakeholder segments:

- Industry Professionals—includes adjuncts faculty with full-time positions in industry
- Faculty – Includes both UX & Technical Communication (TC) faculty
- Students—sophomore, juniors, or seniors

Within each of these segments there is a membership continuum with different roles and responsibilities. The following states membership continuum, roles, and responsibilities for each committee segment.

INDUSTRY PROFESSIONALS

Active Member

Current, active member of the committee.

Term: 2 years, +one renewal for another 2-year term

Responsibilities

- Attend formal committee meetings (3x/year)
- Attend ad hoc and/or 1x1 meetings with [officers](#)
- Participate in 1 (or more) [Special Committee\(s\)](#)
- Present at an MSOE event OR Guest Lecture in class 1x/school year
- Provide feedback on student portfolios and senior design projects
- Mentor students, as needed
- Advocate for program
- Participate in annual committee survey
- Nominate replacement at end-of-term

Optional: Participation in UX social gatherings

Ambassador

Member that has ended active membership commitment.

Term: 2 years

Responsibilities

- Participate on [Special Committees](#), as needed
- Mentor students, as needed
- Advocate for program

Optional:

- Student portfolio review
- Participate in UX social gatherings

Alumni

Former member of the committee.

Term: Infinity & beyond :)

Responsibilities

- Part of MSOE UX network
- Included in program updates/newsletters
- Program advocate

Optional: Participation in UX social gatherings

FACULTY

Active Member

Current, active member of the committee, which consists of 1 UX or TC faculty member, the UX Program Chair, and Department Head.

Term: 2 years

Responsibilities

- Attend formal committee meetings (3x/year)
- Lead 1 [Special Committee](#)
- Faculty/Department liaison
- Nominate replacement at end-of-term

Observer

Any member of UX, TC, or MSOE faculty is invited to attend meetings as an observer.

Term: N/A

Responsibilities

- *Optional* meeting attendance
- Present at meetings, as needed
- Look for opportunities for committee members to present on behalf of UX program OR lecture in UX classes



STUDENT

Active Member – 2 total

Current, active member of the committee.

Term: 1 year, +two renewals for another 1-year term

Responsibilities

- Attend formal committee meetings (3x/year)
- Assist faculty member in leading 1 (or more) [Special Committee\(s\)](#)
- Student-body liaison
- Nominate replacement at end-of-term

Observer

Any member of UX student body is welcome to attend meetings as an observer.

Term: N/A

Responsibilities

- *Optional* meeting attendance
- Present at meetings, as needed
- Look for opportunities for committee members to present on behalf of UX program or lecture in UX classes



OFFICERS

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

- Chair
- Co-chair

The officers work as a team to run the committee and build/maintain connection between the UX faculty, students, and industry.

In addition, officers:

- Must be formally nominated—by committee member or self-nomination.
- Are elected by committee [vote](#).
- Once elected, officer must nominate a replacement for their open committee seat.

Officer role, terms, and responsibilities are as follows:

CHAIR

Head of the committee and presides meetings.

Term: 2 years, + 1 term renewal

Responsibilities

- 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. Step in if committee chair is unavailable.

Term: 1 year, + 1 term renewal

Responsibilities

- 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.

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.

MEMBER SELECTION

Our committee strives for diversity, promotes inclusion, and [support's MSOE's commitment to diversity and inclusion](#). We celebrate our differences and benefit from each member's individual, unique gifts, 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 an ideal membership ratio of:

- 70% Industry professionals
- 15% Faculty
- ~7% Students
- ~7% Officers

To avoid a stalemate [vote](#), the committee will also work towards maintaining an odd number of members.

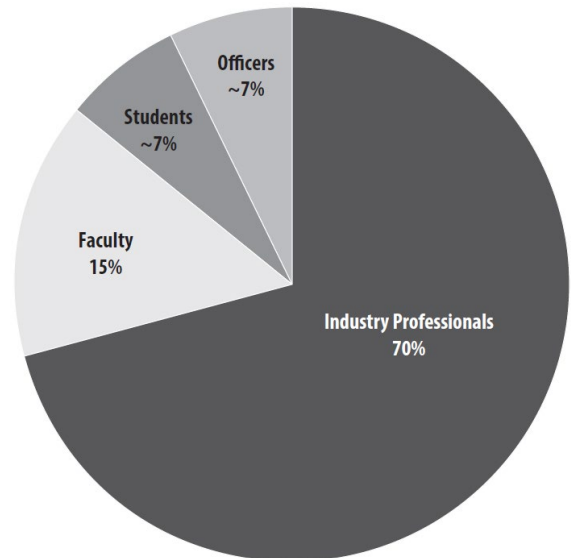
Industry Member

When recruiting new members to the industry segment of the committee, the recruiter must consider the following...

- UX Roles
 - Researcher
 - Designer
 - Developer
 - Technical Communicator (UX writer)
 - Information Architect
 - Consultant
- Industry composition
 - Small business, start up, consulting, large corporation
 - Business vertical: Healthcare, Finance, Retail, Advertising & Marketing, Sports, etc.
- Regional representation
 - Local
 - National
 - International

Note: If a member cannot fulfil their full active term commitment, it is appreciated if the member can help to fill the open seat.

Faculty



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, per the [faculty membership continuum](#).

Student

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
- Nomination from exiting student or an active faculty/industry member
- Permission from faculty advisor & program chair

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 new member.

TERMINATION OF MEMBERSHIP

Active committee members are subject to termination if they do not participate in at least 70% of required meetings or activities. Additionally, committee members with low participation are not eligible for term renewal.

The committee officers are responsible for monitoring and filling open seats with corresponding role (i.e., industry member with new industry member, etc.) due to termination.

SPECIAL COMMITTEES

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

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
- Usability lab use
- 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.

Special committees can be **requested** by:

- Active members
- Faculty
- Students

Special committee **requirements** include:

- UX IAC support and coordination with committee chair
- Identified leader who:
 - Creates a clear charter that outlines the purpose, goals, membership, and timelines for the SC
 - Recruits SC members
 - Reports back to IAC at IAC required meetings and on an adhoc basis (as needed)

Special committee **membership** can consist of:

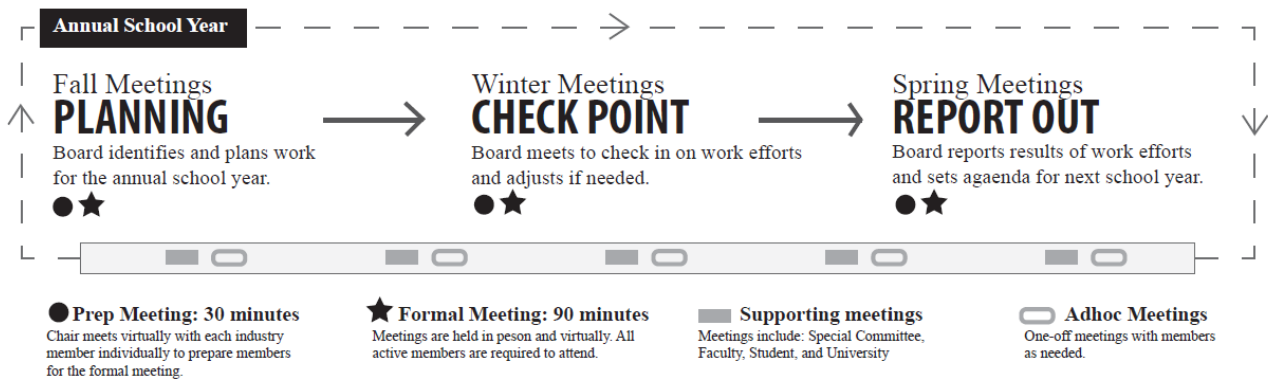
- Active members
- Ambassadors
- Faculty
- Students
- Individuals outside of the committee, based on needed expertise.

MEETINGS

The committee meets formally three times a year (1-1.5 hours) in the fall, winter, and spring of each annual school year. This cadence allows the committee to plan work for the school year, have a check point to review progress for all committee work efforts, and to report out 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 an 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 is 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 = 80% 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, rather a gift of professional time is required. Time commitment varies based on [membership segment continuum](#).

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.

SUPPORTING MSOE AND UX PROGRAM VISION, MISSION, VALUES

The efforts of our committee must take into consideration and align with the university's 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](#)

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 existed since 1986. While the TC program enjoyed 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 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 Board (IAB), along with other university stakeholders, were key to the successful transitioning of our program from TC to UXCD to UX and served as a constant sounding board for the program. The IAB guided the creation of the initial program curriculum, and subsequent, multiple iterations of program competencies, curriculum, student learning outcomes (SLOs), and strategy work.