

October 24, 2003

NMIMT Socorro, NM

Attendees: Jim Linville, Mike Stogner, Amit Sharma, Gary Plisga, Tom Engler, Her-Yuan Chen.

The members were welcomed and the meeting was opened. Since a quorum did not exist the minutes of the spring 2003 IAB Meeting, April 25th, were not approved.

Dr. Engler then presented the current state of the department and how the IAB has helped. A copy of Dr. Engler's presentation is attached to the minutes. The accomplishments discussed were as follow:

- Increase in industry visits for recruiting
- Increase in scholarship funding
- Research active and ongoing
- ABET process in place

A discussion was held to determine the best ways to increase undergraduate students to come in line with other schools. Some schools are offering full tuition scholarships, other schools are heavily recruiting at local high schools and other schools are doing a combination of both and joining major career fairs.

The make up of the Industry Advisory Board was then discussed to determine procedures for current members remaining on the board, rotating out or being replaced. In general, the attending members believe that a 10 member board is sufficient and should be able to have a quorum at meetings.

ACTION ITEMS:

1. Poll existing IAB members to determine whether or not they wish to remain on the IAB and if not, who would they recommend as replacements. An IAB member does not have to be a NMIMT alumnus.
2. It was agreed that the IAB meeting would be held in October to coincide with 49's. If another meeting becomes necessary in the spring, this meeting would utilize web-conferencing. This will eliminate the majority of costs associated with traveling for a meeting.
3. The minutes from the spring 2003 and fall 2003 will be sent out to the IAB members not present at the fall meeting for their approval. This approval can be by email to Tanya Pyke at NMIMT. This will allow a quorum for voting purposes.
4. The IAB will furnish copies of the minutes of past meeting to more NMIMT alumnus to get additional comments and ideas on the action items.
5. Professors will go out to area high schools and junior colleges to promote Petroleum Engineering at NMIMT. These visits will be coordinated with local alumni to help in the presentations.
6. A cost comparison of the various Petroleum Engineering schools will be prepared by the PE Department and will be used during presentations to prospective undergraduates.
7. The student SPE section will invite all undecided students at NMIMT so a presentation on Petroleum Engineering can be made.

At the close of the meeting Amit Sharma proposed that the department work up some prospective small projects that could be done by undergraduate students for companies. These projects would be similar to what an intern would do during his summer work. The administrative procedures and meters would also have to be set up and agreed upon to ensure the work was completed in a timely fashion and in the manner expected.

The meeting was then adjourned.