COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Mission and Organization	Policies and Procedures CEAT-EE-001 Effective Date: 11/21/25

Definition and Scope

1.01 The purpose of this procedure is to establish the mission and organization of the engineering extension program of the College of Engineering, Architecture and Technology (CEAT). Engineering extension is one of the three primary missions of Oklahoma State University as a land-grant university. The procedure defines CEAT's outreach and extension mission, the fundamental elements of that mission, the organizational structure of outreach and extension units, and the general responsibilities of the Assistant Dean of Engineering Extension. The goal of the policy is to ensure continuity and accomplishment of mission and services.

1.02 The scope of this procedure applies to the engineering extension mission, units, programs and activities of the CEAT.

Procedures

CEAT Mission Statement

2.01 Our mission is to provide a diverse population with a quality education in engineering, architecture and technology. Through CEAT, OSU develops ethical leaders that promote economic and community vitality with technical knowledge, innovation, and communication expertise that connects scientific research, professional education, technical assistance and scholarship to industry, the State of Oklahoma, the nation and the world.

Definition of CEAT Engineering Extension

3.01 Engineering Extension (EE) at the College of Engineering, Architecture and Technology are academic and non-academic credit education, certification, training, and communication programs that provide professional education and development to the technical workforce or general public which may be mandated and/or funded by the Oklahoma legislature. This includes professional and public service programs, development of standards and best practices, knowledge promulgation and professional conferences. Engineering Extension provides the connection between scientific research and industry, communities, and individual citizens primarily in Oklahoma, but also reaching the region and the world. The programs include technical transfer activities and programs reaching science, technology, engineering and math students, and professionals in the state, the nation and the world.

COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Mission and Organization	Policies and Procedures CEAT-EE-001 Effective Date: 11/21/25

CEAT Engineering Extension Mission Statement

3.02 To promote economic and community viability through technical assistance, academic and professional education, training and communication in the areas of engineering, architecture and technology, and by connecting scientific research and scholarship to industry, communities, and individual citizens in Oklahoma, the region and the world.

a. Fundamental Elements of Engineering Extension Mission

- Support and encourage fundamental research to develop best practices and technical standards.
- Transfer of technology to clientele that is not readily available through other sources.
- Promote economic viability through technical assistance, training, communication, and professional education.
- Provide educational leadership with engineering, architecture and technology initiatives.
- Develop and disseminate technical educational and training materials.

Engineering Extension Organizational Structure

4.01 CEAT Engineering Extension currently includes eight units, all with specific, unique missions. Those units are listed below.

- Center for Local Government Technology (CLGT)
- Fire Protection Publications (FPP)
- Fire Service Training (FST)
- International Fire Service Accreditation Congress (IFSAC)
- New Product Development Center (NPDC)
- Professional Development (PD)
- CEAT K-12 STEM Program
- CEAT IT

The mission, programs and services of each unit are determined by one or more of the following:

- needs of industry, stakeholders, citizens, etc.,
- requirements established by contract, grants or other funding source,
- state statutes or federal regulations, or
- programmatic needs of OSU or CEAT.

4.02 At the discretion of the Dean of CEAT, revisions may be made to the structure, reporting relationships, programs and services of the EE units. In addition, new units may be established when

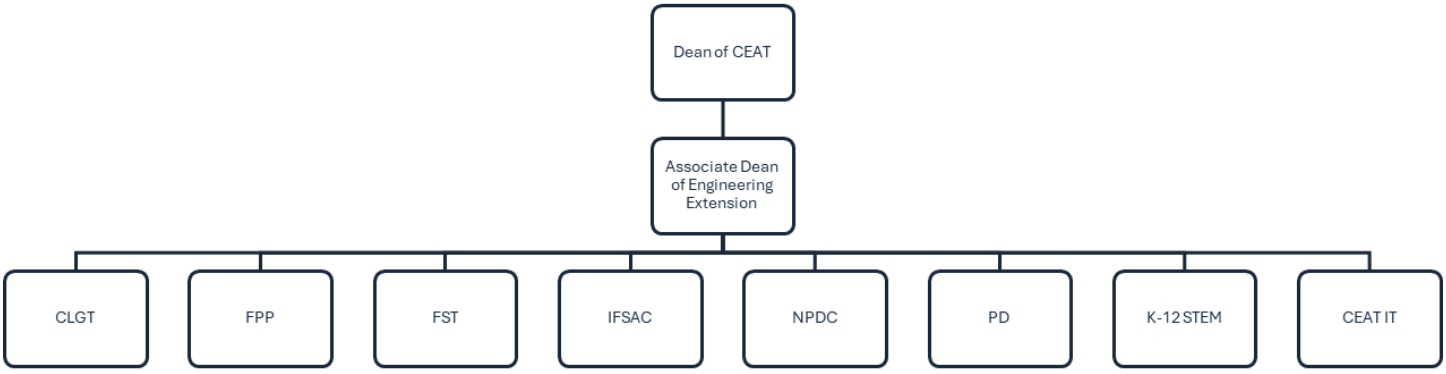
necessary to meet the ongoing land-grant mission of CEAT.

4.03 EE is administered by the Associate Dean for Engineering Extension (ADEE). The ADEE is appointed by the Dean and serves at his/her pleasure. The general responsibilities for the ADEE are summarized in section 5.0. In addition to administering the EE division, the ADEE is responsible for the overall EE mission of CEAT. This requires the ADEE to work closely and cooperatively with CEAT leadership, department heads, faculty and staff to ensure the EE mission is accomplished. CEAT Engineering Extension also fosters relationships with existing and former faculty and staff that have a vested interest in EE programs. This relationship creates a value-added characteristic to overall CEAT EE programs that may include direct participation, establishing new research-based program directions, advisory roles, and other tangible benefits. A faculty liaison appointed by the CEAT Executive Council provides input to the ADEE on EE initiatives involving research and scholarship.

~~4.04~~ Each individual EE unit is administered by a director or manager. The unit administrator is selected through a formal selection process coordinated by CEAT Human Resources. Most unit directors/managers report to the ADEE.

4.05 The EE organizational structure and reporting relationships is illustrated in Figure 1.

Figure 1
EE Structure and Reporting Relationship



Responsibilities of Assistant Dean Engineering Extension (ADEE)

4.06 The general responsibilities of the ADEE are summarized below. Refer to the OSU CEAT ADEE position description for more detailed information on role and responsibilities.

Facilitate collaboration and awareness among EE units and other CEAT and OSU units.

4.07 Facilitating collaboration and awareness is critically important to the success of the EE mission. The EE units serve many of the same stakeholders and have services and programs which are similar. There must be an open, active dialogue between the unit leaders, academic school heads, Associate Deans of research and other OSU departments. The ADEE assumes a leadership role in creating and maintaining communication and collaboration with services and programs.

Administer the financial, physical and human resources of EE units.

4.08 In cooperation with the individual unit directors and managers, the ADEE ensures the effective administration of unit budgets and physical and human resources including developing traditional and non-traditional sources of funding by working with state organizations, the legislative liaisons at the Board of Regents, professional organizations and industry. The ADEE ensures the development and implementation of strategic plans for both the units and the overall CEAT EE program. This process will ensure EE activities align with CEAT's mission and strategic plan. The ADEE works closely with CEAT Administration to meet this responsibility.

Lead the development of new EE initiatives.

4.09 There are frequent opportunities for multi-disciplinary initiatives which improve or expand the programs and services provided to Oklahoma's citizens, communities and industry through CEAT EE. The ADEE identifies and facilitates the development of those initiatives. In many cases these initiatives will involve academic and research units also. The ADEE maintains and develops relationships with CEAT leadership, department chairs, and other leaders at OSU.

Act as a liaison with local, state and federal organizations and agencies, including other relevant leaders, to promote OSU, CEAT and EE missions, programs and services.

4.10 The ADEE fosters positive working relationships and partnerships with a diverse group of government, private citizen and industry leaders who are affected by OSU and CEAT programs and services. This includes leaders and stakeholders beyond those associated with EE. The ADEE advocates for OSU and CEAT whenever the opportunity arises.

Strategic Plan

5.01 A strategic plan which establishes goals for the overall EE mission shall be maintained. The EE strategic plan shall support the CEAT mission. The strategic plan shall be maintained and revised annually by the ADEE in cooperation with the CEAT Engineering Extension Council.

Review

6.01 This procedure shall be reviewed prior to the beginning of each fiscal year to verify currency and applicability. Any revisions shall be presented by the ADEE to the Engineering Extension Executive Council for approval and recommendation to the Dean of the College.

External Recognition

7.01 Engineering extension units are authorized to offer certificate courses and continuing education units (CEUs). EE units also have the opportunity to seek external third-party accreditation.

Noncompliance

8.01 Suspected violations of this procedure should be reported to the Associate Dean of Engineering Extension. Examples of noncompliance include, but are not limited to, significant unapproved deviations from the EE mission or organizational structure. Reports will be reviewed for relevance and all suspected violations directly related to the scope of this policy will be promptly investigated. If applicable, issues may be escalated to the CEAT Dean.

Date approved by the CEAT Dean and CEAT Executive Council: November 21, 2025

Document Control Information

Policy Owner: CEAT Dean and CEAT Executive Council

Version Number: 1.0

Approval/adoption date: 11/21/2025

Review/revision date(s): 10/3/2025