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# Southern University

**College of Sciences and  
Engineering (CSE)**

**CSE Advisory Board  
Constitution**

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2018

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# **ADVISORY BOARD CONSTITUTION**

## **ARTICLE I: NAME**

The name of this organization shall be the College of Sciences and Engineering Advisory Board.

## **ARTICLE II: PURPOSE**

The purpose of the Advisory Board is to enhance the liaison between the Southern University College of Sciences and Engineering (CSE) and the industrial, business, educational, and governmental communities. It will provide advice to the Dean, faculty, and upper administration on maintaining the strategic and programmatic well-being of the college, in both instruction and research; while helping the college to advance its overall educational objectives. Towards this end, the Advisory Board shall:

1. Establish a continuing partnership between Southern University CSE and the industrial, business, educational, and governmental communities for the purpose of enhancement and improvement of the college.
2. Solicit and receive gifts, bequests, devices, or things of value, and accept the same exclusively on behalf of the college, subject to such conditions and trusts as may be imposed thereon.
3. Build a College Endowment Fund and supervise the creative management of this fund, while disbursing monies as directed by established guidelines and in accordance with Southern University policies.
4. Determine in cooperation with the administration of the college the appropriate projects and programs to be financed in part or in whole using funds raised by the Advisory Board, or by income from the College Endowment Fund.
5. Encourage and assist in supporting research in the college.
6. Bring together representatives from different industrial, business, governmental, and educational agencies for the purpose of conducting conferences, seminars, and workshops to further develop college faculty.

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#### **ARTICLE II: PURPOSE** - Continued

7. Assist the college in relating its programs and curricula to the changing needs of both the college and the global society.
8. Participate in the long range planning and development of programs to ensure the achievement of college objectives.
9. Provide advice and assistance to the Dean and faculty on matters related to faculty development.
10. Assist the college by creating internships and other employment opportunities for students matriculating in engineering and engineering technology.
11. Engage in other activities proposed and approved by the Advisory Board.

#### **ARTICLE III: MEMBERSHIP**

The Advisory Board will consist of members who are recommended by members of the Advisory Board or faculty of the college and who will be appointed by the Dean.

Membership is based on having exceptional stature in the industrial, business, governmental, or educational community, and having a strong commitment to the college. Unless there are extenuating circumstances, no more than one member can represent a given organizational division. The Dean or Associate Dean will serve as the Secretary/Treasurer. Faculty and administrators of the college may be appointed by the Dean to serve in ex-officio positions on the Advisory Board and on its standing committees.

The following guidelines pertain to membership status:

1. Appointments to the Advisory Board are made for a three (3)-year term. Member status will consist of regular member and associate member. An associate member is basically an inactive, non-voting member—whose past participation is archived for historic reference—who occasionally attends meetings.
2. Inability to attend 50% or more of the meetings during a three-year term will normally results in a change of status; from a regular member to an associate member.
3. In a third year on the Advisory Board, the member will be asked to decide whether he/she will continue serving another three-year term as a regular member or become an associate member.
4. After six continuous years of service on the Advisory Board as a regular member, the member's status will normally change to associate status. Members playing

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#### **ARTICLE IV: OFFICERS AND COMMITTEES - Continued**

leadership roles, on its standing committees, or within its affiliated academic departments, may be asked to continue their regular membership.

5. An associate member may remain in this classification as long as he/she wishes.
6. A regular member may request a change of status to that of associate member at any time.

#### **ARTICLE IV: OFFICERS AND COMMITTEES**

The principal officers shall include a Chair, Vice Chair, and the Secretary/Treasurer (i. e., the Dean or Associate Dean of the College). The Chair and Vice Chair shall be elected by the Advisory Board for a one-year term and may be re-elected for consecutive terms. The Chair shall preside at meetings and the Vice Chair shall preside at meetings in the absence of the Chair.

The Chair, Vice Chair, and Secretary/Treasurer will also serve as the principal officers of the Advisory Board. The Dean will not exercise a voting privilege on the Advisory Board. The Chair shall work with the Dean in planning meeting agendas.

The members may serve as one of the chairpersons of the following Standing Committees described below:

##### **1. Strategic Planning Committee**

The purpose of this committee is to help the college maintain and updated its strategic plan to remain relevant in meeting societal and industry needs. The committee advises the college on its construction of statements of vision, mission, goals, objectives, and strategies.

##### **2. Infrastructure Committee**

The purpose of this committee is to help the college to develop and implement plans for capital funding acquisitions. The committee advises the college on providing high-quality and competitive instructional delivery systems.

##### **3. Programs Committee**

This committee is comprised of representatives from each degree program within the college. The committee initiates and support new programs. It identifies and provides remedy for common interdepartmental concerns. The committee also assists in the preparation for accreditation agencies site visits.

##### **4. Student Development Committee**

The purpose of this committee is to support and enhance the college's programs for recruitment and retention of students; and provide support for Co-Op and intern programs and other employment opportunities for students in the college.

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**ARTICLE IV: OFFICERS AND COMMITTEES - Continued**

### **5. Faculty Development Committee**

The Faculty Development Committee will sponsor and facilitate activities focused on faculty development through:

- Strengthening the linkage between industry and the college,
- Supporting participation of faculty in conferences, seminars and workshops,
- Creating opportunities for faculty training in industrial high demand areas,
- Encouraging corporations to provide summer salary positions dedicated for use by engineering faculty members, and
- Improving research facilities to encourage more faculty research activities.

### **6. Fund Raising and Resource Allocation Committee**

The purpose of this committee is to assist in the identification and allocation of resources to facilitate the overall objectives of the college. Resources are needed for the following areas:

- Equipment Upgrade and Maintenance
- Scholarships
- Retention Center Support
- Endowment Fund
- Facilities
- Faculty and Student Development

## **ARTICLE V: MEETINGS**

The entire Advisory Board will meet at least twice a year. The Advisory Board will meet as required to plan and coordinate activities and advise and assist the college as needed.