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# Southern University

## Engineering Council of Visitors Constitution

The logo consists of the letters 'SUBR' in a bold, blue, sans-serif font. Each letter has a red outline and a slight 3D effect, giving it a modern and professional appearance.

**College of Engineering**

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November 2004

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# **SOUTHERN UNIVERSITY COLLEGE OF ENGINEERING COUNCIL OF VISITORS**

## **CONSTITUTION**

### **ARTICLE I: NAME**

The name of this organization shall be the Southern University College of Engineering Council of Visitors, hereafter referred to as the “Engineering Council of Visitors or (ECoV).”

### **ARTICLE II: PURPOSE**

The purpose of the ECoV is to enhance the liaison between the Southern University College of Engineering and the industrial, business, educational, and governmental communities. The ECoV will provide advice to the Dean of Engineering, 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 ECoV shall:

1. Establish a continuing partnership between Southern University and the industrial, business, educational, and governmental communities for the purpose of enhancement and improvement of the college.
2. Serve as External Program-Review Committee for the Master of Engineering program, to evaluate the progress and development of the graduate program.
3. 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.
4. Build a College Endowment Fund and supervise the creative management of this fund; while disbursing monies as directed by established ECoV guidelines and in accordance with Southern University policies.
5. 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 ECoV, or by income from the College Endowment Fund.
6. Encourage and assist in supporting research in the college.
7. 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

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

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

The ECoV will consist of a minimum of twenty (20) senior level executives that are recommended by members of the ECoV or faculty of the college and who will be appointed by the Dean.

Membership is based on one 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 ECoV member can represent a given organizational division. The Dean will serve as the ECoV's Secretary/Treasurer. Faculty and administrators of the college may be appointed to serve in ex-officio positions on the ECoV and on its standing committees.

The following guidelines pertain to membership status:

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

Adapted at the Engineering Council of Visitors Meeting on November 19, 2004

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#### **ARTICLE III: MEMBERSHIP - Continued**

leadership roles on the ECoV, 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 of the ECoV may request a change of status to that of associate member at any time.

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

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

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

An additional seven members are to be selected by the Dean to complete the ten-member Executive Committee. These seven selected members will simultaneously serve as one of the chairpersons of the seven ECoV Standing Advisory Committees described below. The following committees are hereby established as Standing ECoV Advisory Committees:

##### **1. 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.

##### **2. 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.

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

#### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. External Program-Review Committee**

This committee is comprised of representatives from each specialty option offered by the Master of Engineering program. The committee evaluates the progress and development of the graduate program and provides feedback to the Dean of Engineering and the Upper Administration.

#### **7. 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 ECoV will meet at least once a year. The Executive and Advisory Committees will meet as required to plan and coordinate ECoV activities and advise and assist the college as needed.