



Advisory Board Bylaws

Department of Computer Science and Engineering

Approved on April 3, 2020

I. Purpose

The purpose of the Advisory board (hereafter referred to as the “board”) of the Department of Computer Science and Engineering (hereafter referred to as the “department”) at the University of Central Arkansas (hereafter referred to as the “university”) is to provide guidance and support to the department and to serve as a liaison between the department and local IT employers. While the board has no policy-making authority, it can make recommendations to the department.

II. Objectives

Specific objectives of the board include the following:

- To assist the department in ensuring that the educational objectives of its degree programs meet the needs of their constituencies and are consistent with the university’s mission.
- To assist the department in collecting data to regularly assess the degree programs and in identifying opportunities for their continuous improvement.
- To enhance the department’s visibility by informing and promoting its degree programs and accomplishments.
- To support the existing job placement services by assisting students in finding internships and jobs.
- To provide the faculty with opportunities for research collaborations and consulting.
- To assist the department in acquiring resources necessary to advance its mission of excellence in teaching, research, and service.

III. Membership

The board consists of 8–16 members selected from the program’s external constituencies, namely local IT employers and alumni. At least one member must be an alumnus. Members may be recommended by external constituencies and/or nominated by the department chair (hereafter referred to as the “chair”), the faculty, or current members. They may then be appointed by the chair in consultation with the faculty and the dean. Board members will be listed on the department website.

Members will be appointed to four-year, renewable terms. Reappointment decisions will be made by the chair in consultation with the faculty. No membership fee will be charged; however, members will be expected to provide their own transportation, lodging, and other expenses for attending meetings. A member may resign at any time. All members serve at the discretion of the chair and any member may be removed by the chair in consultation with the faculty.

IV. Meetings

The board will meet annually in the fall of each academic year on dates established by the chair. The chair may also call special meetings to discuss issues that need to be addressed urgently. Meetings may take place on the university campus or in any other appropriate physical or virtual location. Meeting formats will vary depending on agenda, setting, and timing, but will typically be informal to encourage open discussion.

Board members will be informed of the short- and long-term plans of the department through the aforementioned scheduled meetings as well as the department annual report that will be communicated each fall.

Board members are welcome to visit the department at any time and participate in public events such as seminars, project presentations, and thesis defenses.

V. Amendments

These bylaws may be amended with the majority approval of the board and the faculty.