

**Draft**  
**CHARTER**  
**University of Wyoming**  
**Department of Computer Science Advisory Board**

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The following document establishes the Charter with the terms of reference for the University of Wyoming, Department of Computer Science Advisory Board (CSAB). As the Department evolves, it is anticipated the terms of reference will evolve.

**Function of the Advisory Board**

The function of the Board is to interact with the faculty, research professionals, staff, and students of the Department in an advisory capacity, with particular emphasis on the educational facet of the Department's mission. It is anticipated that Board member experience in a wide range of computer science activities will help enhance the Department's productivity and contributions to the constituencies the Department serves.

The Board's considerations shall include, but not be limited to, the following activities of the Department.

- Advisory review and guidance for the development of contemporary curricula and continuous improvement which are responsive to the needs of computer science practice and research, and Department accreditation.
- Expansion of interdisciplinary ties for education and research within the College and University.
- Assist the Department in identifying external interdisciplinary links and assistance in establishing and strengthening these links.
- Creation of internship and cooperative educational opportunities for undergraduate and graduate students in order to increase student involvement in computing practice.
- Assist with the generation of external financial support to carry out the Department's mission.
- Assisting in efforts for recruiting and retaining enrollment of undergraduate and graduate students.
- Assist in introducing relevant external experience to students and encourage interdisciplinary experiences.

## **Board Membership**

The Board will be comprised of 8 to 12 people. The Department Head, the Dean of the College of Engineering and Applied Science, and the Director of Development and Communications of the College of Engineering and Applied Science shall serve as *ex-officio* members. The Board will ask for participation of additional individuals to assist with agenda topics as required.

Criteria for the Board membership include the following.

- Current engagement in industry, government, academic unit, or as a consultant with emphasis in technology and computing.
- Expressed interest in the mission of the Department.
- Board membership shall reflect the discipline areas encompassed by the Department's external identified constituents, and shall reflect the areas and disciplines of varied geographic locations.
- Board membership is not limited to Department alumni.

Board members and the faculty and staff of the Department may suggest nominees for the Board membership to the Department Head. The Head, in consultation with the Board Chairperson, shall make the final decision on the membership. The membership term shall be four years. Members shall be eligible for one reappointment.

## **Board Organization and meetings**

The Board shall select a chairperson and vice-chairperson from among its regular members. The term of office shall be two years for each position. The Chairperson shall preside at the Board meetings. The Board and the Department Head shall define meeting procedures.

The Board shall meet at least once during each academic year. The meeting shall typically be for one day in duration and held in Laramie, Wyoming. The meetings shall be devoted to agenda items prepared by the Head, in consultation with the Board Chairperson, and distributed in advance to the Board. Agenda items may be suggested by any member of the Board and by the Department's faculty. The Head shall be responsible for the timely preparation and distribution of minutes from the meeting. The minutes shall be distributed to the Board as well as to the Department's faculty, research professionals, and staff.

Since the Board is intended to be advisory, and its meetings are for the purpose of exchanging information and views, no specific formal action is required of it. However, on occasion, the Board may be asked to review or comment upon selected.