CHARTER

INDUSTRIAL ADVISORY BOARD
for
Computer Science at Salem State College
March 2004

Introduction

The members of the Computer Science Department at Salem State College feel that a beneficial addition to the guidance of the Department would be an industrial advisory board. The board would consist of members of the industrial community in the immediate geographic area. These members should have a firm sense what skills and training graduates of the program should have and of the future directions of the industry and the science. They will be asked to share that sense and translate it into curriculum direction for the program.

Meetings

The Board will meet twice a year at a time and place convenient tot ths majority of members. The meeting will consist of the following agenda:

Call to Order
Reading of Last Meeting's Minutes
Old Business
New Suggestions and Directions
Arrangement of Next Meeting
Close

Meeting will last not more than an hour and if they are coincident with the lunch or dinner hour, meals will be provided.

Obligation of the Members

Members will be asked to:
1. Attend Meetings
2. Acquaint themselves with the current Computer Science Curriculum
3. Propose suggested additions/deletions or other changes to the   curriculum

Members Term of Service

There will be no minimum term of service. Removal from the board can be requested at any meeting. A Certificate of Service with duration of service will be presented to the terminating member.

Mission

The Board will consist of members of the applied Computer Science community from the immediate geographic area. Board members will have a firm sense of the training and skills graduates of the Major should have in order to be prepared to enter the workplace, and will also have insights into the future directions of applied Computer Science. They will be asked to share their experiences and insights and to make recommendations with respect to current and future Major Curriculum enhancements. Board members will periodically review the Major curriculum and advise the Department as to their projections for future technical needs of private industry IT departments: their knowledge of technical tools and business process paradigms will influence the course offerings of the Major and will help prepare students with the right mix of skills to enter the professional IT environment.

Meetings

The Board will meet twice a year at a time and place convenient to the majority of members. An agenda for a typical meeting will include:

- Call to Order
- Reading of Last Meeting's Minutes
- Old Business
- New Suggestions and Directions
- Arrangement of Next Meeting
- Close

Meeting will last not more than an hour and if they are coincident with the lunch or dinner hour, meals will be provided.

Obligation of the Members

Members will be asked to:

- Acquaint themselves with the current Major Curriculum
- Periodically review the Major Curriculum
- Propose suggested modifications to the curriculum in areas of
  ⇒ technical skills
  ⇒ computer-related software and hardware tools
  ⇒ interpersonal and communication skills
- Attend Meetings

Members Term of Service

There will be no minimum term of service. Removal from the board can be requested at any meeting. A Certificate of Service with duration of service will be presented to the terminating member.