

**Clayton State University**  
**College of Information and Mathematical Sciences**  
**(CIMS)**  
**Advisory Board Policy**

**Mission of the College: curriculum**

The College of Information and Mathematical Sciences (CIMS) was established as a distinct instructional unit at Clayton State University in 2007. Over the last fourteen years approximately 700 degrees, both bachelor's and masters were awarded. Our students have pursued careers in various businesses and educational enterprises. Currently our programs serve well over 450 majors. In addition, the college offers a variety of service courses to over 500 non-majors who seek practical experience in the application of information technology and mathematics.

The mission of the College of Information and Mathematical Sciences is to provide a strong foundation in the core areas of mathematics, computer, and information sciences to meet a growing global need for professionals in these disciplines.

Our educational programs prepare our students to be competitive in graduate work and contribute to society with upward mobility. The College offers several programs in BS and MS. The undergraduate programs offer students the IT, CS, and Math leading to the Bachelor of Science Degree. The Archival study graduate program allows students to focus on detailed research and prepares students to enter the archival field possessing traditional archival knowledge with the skills to manage digital archives and electronic records. Master of Arts in Teaching – Secondary Education Designed for individuals who already possess a degree in mathematics, this degree prepares you for full-certification to teach secondary curriculum in grades 6-12.

In addition to fulfilling the department's educational mission, faculty engage in research and professional development that allows them to remain current in their fields and to provide technological leadership to the university community and the region. The college makes a conscious effort to evaluate and incorporate new areas and technologies into its programs.

**Advisory Board Purpose:**

The Dean's Advisory Board shall serve the Dean by:

- Providing counsel on issues raised by the Dean.
- Assist Dean to enhancement of the mission of the college by providing the necessary business and industry perspective
- Assist when and where possible in securing scholarship funding for qualified students to pursue their study
- Assist when and where possible in securing qualified students for the college.
- Assist when and where possible in securing hardware and software to enhance the college resources.

- Assist when and where possible in providing additional training for the faculty, both in-house and at your site.
- At the Dean's request, undertaking projects that will benefit the college
- The Board will assist in providing visiting faculty to enhance the college presentation of various courses
- Assist in securing and providing research opportunities to the college faculty.
- Assist when and where possible in securing and providing intern/coop positions to majors, both undergraduate and graduate.
- Assist in securing and providing summer positions for faculty to enhance their professional growth.
- Assist the attendance of faculty and students to professional conventions, conferences, workshops, or classes.
- Assisting the Dean and the College in fund-raising activities on behalf of the University
- Assist wherever needed to enhance the department by calling the Dean's attention to materials Board Members might become aware of which are related to subjects considered by the Board at its meetings or which Board Members believe might be of interest to the Dean.

**Membership:**

Members of the Board will be individuals who supported the goals and objectives of the College of Information and Mathematical Sciences. These are active members of the profession and are willing to take the time to work with the college faculty in curriculum reviews, student recruitment, student mentoring, research involvement, and fund raising for the support of scholarships and fellowships. The membership are as follow:

- a. Membership in the Dean's Advisory Board shall be by invitation of the Dean of the College, who may elect to act on recommendations made by individual Members. Membership shall be for an initial term of three (3) years, which may be extended for up to three (3) additional years per extension at the discretion of the Dean and with a Member's concurrence. A Member may resign at any time by tendering a written resignation to the Dean. The Dean may, at any time and for any reason, request that any Member relinquish a seat on the Board.
- b. Membership on the Board shall reflect, insofar as is practical, the diversity of college students and alumni.
- c. The size of the Board shall be determined solely by the Dean and be consistent with the Dean's objectives for the Board and the Board's workload. Initial membership shall be approximately seven (7) including Industry partners, College alumni and emeritus faculty. Thereafter, the number of Board members shall be determined by the Dean through invitation to alumni or such other persons as the Dean may wish to add to the Board, including *ex officio* members.

### **Organization:**

- a. The Dean will organize the Board in any manner consistent with his/her needs. The Chair will, at the Dean's request, assist the Dean with preparations for Board meetings, assist the Dean in interaction with other Board Members, update the Dean on committee progress, or assist in any capacity that the Dean wishes.
- b. At the Annual Board Meeting coincident with expiration of the initial Chair's term, the Dean, at his discretion, will appoint a new Chair. The Dean's appointment may be any Member or an Absent Member.
- c. The Chair and Vice Chair will serve concurrent three-year terms, at the expiration of which the Vice Chair will assume the title and responsibilities of the Chair and a new Vice Chair, appointed by the Dean, will serve for a term of three years before advancing to become the Chair.
- d. The Vice Chair will stand in for the Chair when the Chair is unable to be present and undertake such other duties as assigned by the Dean or the Chair.
- e. The Dean alone, or the Membership subject to the approval of the Dean and a majority of attendees at the Annual Board Meeting, shall establish committees of the Board and appoint Committee Chairs to undertake aspects of the Board's business. Committees that may be formed include, but are not limited to: Alumni Relations, Outreach/Advocacy, and Student Development. Each committee, through its Chair, shall report progress toward its objectives at the Annual Board Meeting and at other intervals as requested by the Dean.
- f. The then current Dean may establish any organizational framework for the Advisory Board as he/she deems necessary to carry out the Dean's objectives. No Dean need rely on the structure of a predecessor's Board and may modify the Board or these Bylaws in any way to meet current needs.

### **Board meetings:**

- a. The Board will meet at least twice annually, each fall and spring on the Clayton State campus unless otherwise determined by the Dean. Board members may also offer to host meetings.
- b. After each Board Meeting, a brief written summary of the meeting will be distributed to each Board Member. Anticipated completion dates for committee projects shall be included in the summary. The summary will be prepared and distributed by the Chair of the Advisory Board.
- c. Each committee chair will present a concise report to the membership at the Board Meeting summarizing progress and results on committee projects continuing from prior Board Meetings.
- d. The Dean may, at his/her sole discretion, invite non-Board Members to attend the Annual Board Meeting for any purpose whatsoever.