Computing Advisory Board (CAB)
University of North Florida (UNF)

Vision

To assist the School of Computing in defining and attaining its goals and strategic plans and in providing guidance to maintain a high caliber undergraduate and graduate educational programs.

Mission

The Computing Advisory Board, hereafter referred to as CAB or the Board, is the primary external advisory board to the School of Computing (SoC) in the College of Computing, Engineering, and Construction (CCEC) at University of North Florida (UNF). The Board will assist SoC with its academic planning, research, development, and outreach activities.

Roles and Responsibilities of the Board

The general responsibilities of the Board are, whenever possible:

- To provide internship/employment or make connections of internship/employment opportunities for SoC students;

- To provide insights on new and important trends in the industry and their impact on Computing education and research;

- To review and respond to SoC requests for industry and other academic perspectives on matters such as student retention plan, student recruitment strategy, assessment plan, course and curriculum development, etc.;

- To conduct seminars or make connections to provide relevant presentations/talks to SoC students;

- To provide funding and equipment resources for Computing education and research;

- To provide summer research and contract opportunities for SoC faculty members;

- To identify and collaboratively prepare joint research and programmatic proposals for submission to federal and corporate agencies;

- To provide continuing education opportunities that assist members of the industry as well as members of the SoC faculty;

- To participate in the monthly Board meetings and other invited SoC activities;

- To conduct outreach by making others aware of SoC achievements;

- To provide, whenever possible, financial sponsorships for food, prizes, and other expenses for SoC promotional and student-centered events.

General Expectations of SoC

These include:

- Considering and acting on opinions and recommendation from the Board on matters such as curriculum, student recruitment/retention plans, etc.;

- Providing relevant information and documents about SoC to the Board;

- Inviting participation in monthly Board meetings and other activities;

- Selecting Board membership in consultation with the Board, CCEC Dean's Office, and SoC faculty;

- Recognizing Board members in the School communications to the educational community and to the public.

Suggested Contribution

An annual suggested contribution of $1,000 by each Board member will be available to SoC to assist SoC students and faculty to be involved in outreach, grant writing, recruitment and other development and promotional activities of the school. SoC Director will keep the Board informed annually of the manner in which the contributions have been used.

Board Meetings

Board meetings will be held once every monthr. Minutes of all meetings will be kept and circulated. Generally, the meetings will be held 7:30 am on the second Tuesday of the months of February and September.

Board meetings will generally have the following agenda:

7:30–7:35	Welcome
7:35–7:50	SoC Update
7:50–8:40	Focus Topic Discussion: Chair of the Board and Invited Guests
8:40–9:00	Action Plan

Bylaws:

Section 1: The name of the organization shall be "Computing Advisory Board (CAB)."

Section 2: The purpose of the Board is to foster excellence in the School of Computing. The Board will accomplish this by providing input on academic and research issues and assisting in fund-raising activities.

Section 3: The Board shall consist of up to ____ voting members nominated by the members of the SoC faculty, current members of the Board, the Dean of CCEC, the SoC Director, and/or the CCEC Development Director. Each nominated individual will

be invited by the SoC Director to serve a two-year term, and may be nominated for two consecutive two-year terms. Terms of service may be renewed or discontinued based on the member's commitment and willingness to serve.

Section 4: Each year, the members of the Board will select one member of the Board as the Chair of the Board. The term of the officer shall be one year. The Chair of the Board shall preside at all meetings and serve as the spokesperson for the Board.

Section 5: Regular meetings of the Board shall be held once a month. The Chair of the Board shall determine the date of the meting, in consultation with the SoC Director.

Section 6: The bylaws of the Board may be amended or changed at the annual Board meeting by a majority vote of the members present at the meeting.

Section 7: The Chair of the Board is responsible for preparing a written report of the meeting and the distribution of the report to all board members and the SoC Director.

Committees within the Board

The Board will consist of the following committees, each consisting of at least ____ members.

- **Planning Committee**: The Planning Committee provides advice and guidance on issues and industry trends that could impact SoC.

- **Student Affairs Committee**: The Student Affairs Committee provides career guidance and professional development opportunities for the various majors/academic programs offered by SoC.

- **Marketing Committee**: The Marketing Committee seeks to promote the visibility of all SoC programs among stakeholders. Of particular interest are: (i) current and prospective employers of SoC graduates, and (ii) the local and regional computing/information technology communities.

- **Development Committee**: The Development Committee assists SoC with identifying and establishing personal and corporate contacts for the enhancement of the educational and research programs at the School.

- **Academic Affairs Committee**: The Academic Affairs Committee provides advice and guidance on issues related to curriculum, particularly as applied to the preparation of SoC graduates for entry into the workplace and their continued career development.