

CSA Advisory Council Charter (DRAFT, 4/13/2005)

Purpose

The purpose of the CSA Advisory Council is to advance the quality of the Computer Science and Systems Analysis Department for the benefit of all constituencies including students, alumni, employers, and faculty. Working closely with the department's administration, activities of the Council include (but are not limited to) assistance with strategic planning, programming, assessment, marketing, and fundraising.

Membership

Membership consists of alumni, employers, or other external constituencies with a stake in the future of the Department. The following guidelines pertain to membership status:

- Members are appointed by the Chair of the CSA Department.
- Terms of service are two-years and are renewable.
- Members may move from active to associate member status and receive meeting minutes for as long as the member wishes.

Meetings

Meetings are conducted in two formats:

- Conference calls. The group meets six to eight times per year via telephone conference call at a mutually agreeable time.
 - Any member may participate, but meetings will usually involve the CSA Department Chair, the Council President, and Committee Chairs (see below).
- Alumni Conference (spring semester). The alumni conference, held in the spring semester, serves as a time for the group to meet in person on campus in Oxford.
- SEAS Advisory Council (fall semester). Only members of the SEAS Representatives committee will attend this meeting which is in Oxford with the SEAS Advisory Council.

Organization

The Advisory Council's operation is the responsibility of the President, the CSA Department Chair, and committee chairs. Responsibilities of these individuals are:

- President. Working with the CSA department chair and committee chairs, the president sets long and short term priorities, assists with management and organization of the Council, and establishes meeting agendas. The president is appointed by the Department Chair and the term is two years (renewable).
- CSA Department Chair. The department chair provides the administrative structure for the Council and works with the President, committee chairs, and members to carry out the activities of the Council.
- Committee Chairs. Committee chairs may work independently with their members and members need not be members of the Council. Committee chairs report back to the committee of the whole. Committee chairs are appointed by the Department Chair. The term of a committee chair is two years (renewable).