CLEMSON UNIVERSITY
COLLEGE OF ARCHITECTURE, ARTS AND HUMANITIES
DEPARTMENT OF CONSTRUCTION SCIENCE & MANAGEMENT

INDUSTRY ADVISORY BOARD BYLAWS
FEBRUARY 1, 2014
I. THE UNIVERSITY

A. Historic Overview

University founder Thomas Green Clemson had a lifelong interest in education, agricultural affairs and science. In the post-Civil War days of 1865, Thomas Clemson looked upon a South that lay in economic ruin, once remarking, “This country is in wretched condition, no money and nothing to sell. Everyone is ruined, and those that can are leaving.”

Thomas Clemson’s death on April 6, 1888, set in motion a series of events that marked the start of a new era in higher education in South Carolina. In his will, he bequeathed the Fort Hill plantation and a considerable sum from his personal assets for the establishment of an educational institution that would teach scientific agriculture and the mechanical arts to South Carolina’s young people.

Clemson Agricultural College formally opened as an all-male military school in July 1893 with an enrollment of 446. It remained this way until 1955 when the change was made to “civilian” status for students, and Clemson became a coeducational institution. In 1964, the college was renamed Clemson University as the state Legislature formally recognized the school’s expanded academic offerings and research pursuits.

More than a century after its opening, the University provides diverse learning, research facilities and educational opportunities not only for the people of the state — as Thomas Clemson dreamed — but for thousands of young men and women throughout the country and the world.

B. Organization

The ultimate responsibility for the governance of Clemson University is vested in the Board of Trustees. The Board is charged with setting University policies so as to achieve the goals of the University. Thus, final authority and responsibility for all policy decisions rest with the Board.

In order to operate the University effectively, the Board delegates responsibility in various areas to the President, to certain administrative officials, and to the Faculty. The President is the executive officer charged with administering the University in accordance with the policies adopted by the Board and with primary responsibility for leadership and planning for the institution. The President is charged with responsibility for academic, personnel, development, and fiscal and budgetary matters; with providing for and maintaining the physical facilities of the University; with representing the institution to its several publics; and with the administrative implementation of the various policies of the University.

The Faculty, as the repository of learning in the various academic fields of study, is charged with: curriculum; setting requirements for degrees; determining when
requirements have been met; and approving candidates for the degrees thus earned. The Faculty likewise has primary responsibility for such academic matters as the valuation of the qualifications of current or prospective faculty members, for the initiation of recommendations for faculty and academic administrative appointments, as well as for faculty reappointment, tenure, and promotion recommendations.

To carry out its role in the governance of the University, the Faculty is formally organized through a Constitution. The Faculty Senate, the University Undergraduate and Graduate Curriculum Committees, and the several college and departmental faculties and their committees facilitate the execution of the business of the faculty.

Because cooperation and communication between Faculty and Administration are essential to the proper functioning of the University, a University council, commission, and committee structure exists to facilitate such cooperation and communication with regard to planning, policy formulation, and decision-making as they bear upon faculty concerns.

Clemson University is a land-grant, state-supported university, fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The University has 70 fields of study offered by its five colleges: College of Agriculture, Forestry and Life Sciences, the College of Architecture, Arts and Humanities, the College of Business and Public Affairs, the College of Engineering and Science, and the College of Health, Education and Human Development, and the Graduate School form a background of education for the hundreds of occupations and professions in which Clemson graduates engage. The University is organized on a basis whereby it retains a clear entity through the interrelationships of colleges and departments, providing a well-balanced fundamental and general educational program.

C. Vision Statement

Clemson University will be one of the nation’s top-20 public universities.

D. Mission Statement

Clemson University was established to fulfill our founder's vision of "a high seminary of learning" to develop "the material resources of the State" for the people of South Carolina. Nurtured by an abiding land grant commitment, Clemson has emerged as a research university with a global vision. Our primary purpose is educating undergraduate and graduate students to think deeply about and engage in the social, scientific, economic, and professional challenges of our times. The foundation of this mission is the generation, preservation, communication, and application of knowledge. The University also is committed to the personal growth of the individual and promotes an environment of good decision making, healthy and ethical lifestyles, and tolerance and respect for others. Our distinctive character is shaped by a legacy of service, collaboration, and fellowship forged from and renewed by the spirit of Thomas Green Clemson's covenant.
II. THE COLLEGE

A. Vision Statement

In support of Clemson University’s vision to become one of the nation’s top-20 public universities, the College of Architecture, Arts and Humanities will achieve national distinction for its ethos of creativity, critical thinking and engaged learning through research, scholarship and teaching.

B. Mission

The College consists of a community of students, teachers, scholars and staff focused on transformative education, knowledge development and creative expression to anticipate and meet the needs of rapidly changing local, regional, national and global environments.

C. Goals

Creativity and critical thinking are underlying principles in the following College’s three academic goals:

1. To provide talent for the new economy and to drive innovation, AAH will excel in the creation and communication of ideas through teaching and scholarship.

2. To serve the public good, AAH will study, understand and create healthy places, civil cultures and communities.

3. To serve the public good by focusing on national priorities, AAH will study, understand, create and develop sustainable planning, design and building.

Securing resources necessary to ensure the College’s success is the foundation of its fourth goal:

4. To meet the demands of Clemson’s four strategic priorities and support the College’s programs and initiatives, AAH will increase its resource base.

III. THE DEPARTMENT

A. Administration and History of the Department

The Building Science Program was initiated by a recommendation of the Clemson College Board of Trustees on February 20, 1962, that the College, through the School of Architecture, be authorized to offer a four-year program of study leading to the professional degree of Bachelor of Building Construction effective in September 1962. This action was in response to the demand of the South Carolina construction industry for people trained in the special technological and managerial skills of the construction
profession. The first courses in the undergraduate building construction program at Clemson University were offered by the School of Architecture in the 1963-64 academic year. The first degrees were awarded in May 1966.

In 1971, the Department of Building Science became one of the original four departments of the College of Architecture. The department is a charter member of the Associated Schools of Construction and actively participated in the formation of the American Council for Construction Education. The name of the department was changed to Construction Science and Management in 1991. In 1986 the department received approval and began to offer a master in Construction Science and Management. In 1992 the department received approval to offer its Master’s Degree via distance learning. The Undergraduate program is accredited by the American Council for Construction Education. The master degree program is also accredited by the American Council for Construction Education. In 2004, the CSM Department, in collaboration with the School of Architecture and the Department of Planning and Landscape Architecture initiated a PhD Program.

The CSM Department consists of a Chair, seven full-time faculty, one part-time faculty and one administrative assistant. The Department also has a research and professional development component – Center for the Improvement of Construction Management and Processes (CICMP).

B. Departmental Mission Statement and Goals

Mission - The mission of the Department of Construction Science and Management is to offer a comprehensive program of education, scholarly and service activities, consistent with the Mission of Clemson University and the College of Architecture, Arts and Humanities, for the purpose of improving the quality of the construction industry and thus the built environment.

Goals - To realize the mission, the department has the following major goals:

1. Excel in the education of undergraduate Construction Science and Management majors through a vigorous program of academic learning designed to produce motivated, well-educated, responsible citizens with the management and technical skills requisite for leadership positions in the construction industry.

2. Excel in the education of graduate Construction Science and Management majors through a vigorous program of academic learning designed to produce motivated, well-educated, responsible citizens with the management and technical skills requisite for advanced leadership positions in the construction industry.

3. Provide meaningful and relevant education in all construction-related disciplines for other undergraduate students at Clemson University.

4. Foster Clemson University’s service mission by providing outreach activities for
the construction industry and public both nationally and internationally.

5. Assist in support Clemson University’s funded research initiatives by conducting and disseminating the results of research and development and/or conduct educational courses for the construction industry as it relates to the overall educational program.

IV. INDUSTRY ADVISORY BOARDS AND THEIR FUNCTIONS

A. Introduction

Preparation for entry into our technological world of work calls for cooperative planning by industry and education. The nature of occupational change requires that educators, and particularly those who are charged with decision making be kept informed of the current and anticipated skill needs of the construction industry. This can be accomplished by creating a forum, the Industry Advisory Board, which is devoted to the discussion and review of such changes.

B. Definition of Advisory Boards

An Industry Advisory Board (IAB) is generally defined as a group of interested persons from the community organized to advise educators regarding professional education programs. The Clemson University Construction Science and Management Department IAB is formally organized under its own set of bylaws. Two characteristics distinguish IABs from committees in general: (1) they usually do not possess formal authority, and (2) members usually serve voluntarily without pay.

C. The Function of the Industry Advisory Board

Broadly stated, the function of the Industry Advisory Board is to advise the college personnel regarding instructional programs in specific academic disciplines. The Board should be concerned with the particular academic educational area which it represents as it relates to the overall educational program. Some specific functions are that it:

1. Serves as a communication channel between the department and the professional community.
2. Lists the specific skills and suggest related and technical information of the courses in the program.
3. Recommends competent personnel from business and industry as potential instructors.
4. Helps evaluate the program of instruction.
5. Helps to ensure department facilities are appropriate for the size of the program and instruction of the students.
6. Suggest ways for improving the public relations program at the University.
7. Assists in recruiting, providing internships, and in placing qualified graduates in appropriate jobs.
8. Keeps the department informed on changes in labor market, specific needs, surpluses, etc.
9. Helps the department in developmental efforts to obtain needed resources.
10. Assesses program needs in terms of the entire community.
11. Participates in faculty and student classroom and extra-curricular activities.

D. Utilizing Industry Advisory Board Member Expertise

Some of the ways in which departments can utilize the guidance and direction of the IAB experts are:

1. **Equipping and Furnishing Instructional Facilities:** New or expanding programs generally involve equipment, most of which is costly. The expertise of industry representatives to advise and counsel the administration and staff when new equipment is being contemplated is a “must.” While frequently there are available used pieces of equipment in the community that are sometimes donated to the department for the program, it is also “good business” to talk over the plans for purchasing new equipment with those who are familiar with their performance in industry. The IAB should also help to establish standards for equipment, facilities, and instructional materials for the program.

2. **Reviewing and Recommending Changes in Curriculum:** The professional program, new and old, should be reviewed at least once every other year by the IAB. Probably no one in the community would be more aware of new technical developments which require changes in the curriculum than members of the IAB. The scope and sequence of courses should also be subjected to the scrutiny of the IAB periodically.

3. **Obtaining Public Support for Financing:** IABs often support bond elections, or state legislation affecting program funding. The organizations which the members represent usually have a favorable attitude toward the professional program, and they are in a position to persuade other industrial organizations, service clubs, and civic groups to support favorable legislation. General advisory committees at the state or national level frequently initiate the request for the support of legislation, but they depend upon members of general and professional advisory committees to enlist popular support at the local level.

4. **Raising Scholarships:** IABs often raise scholarships to provide incentives and response to financial needs of students. Industry is usually very willing to provide a scholarship as tangible evidence that it is supporting the program. The department administration need only agree that such scholarships are desirable and set up a procedure for selecting the recipients. A personal visit to industry by the program director may be necessary to finalize arrangements by the donor.

5. **Donations by Industry:** One of the most important and direct ways that industry can help the department is by financial and material assistance. Construction education
programs in all parts of the nation can point to valuable equipment and instructional supplies and materials that were donated to them by local industry.

6. **Field Trips to Industry:** The wide assortment of field trips by students and instructors that can be arranged in a community with the help of the IAB is limited only by available time. In a realistic way, instruction can thus be related to the particular needs of industry. Such trips are educational and highly effective in providing an opportunity to observe the environment in which the graduate will work.

7. **Speakers for Classes and Meetings:** From the ranks of the IAB have come some inspiring and stimulating speakers for various classes and meetings, for both students and faculty. By and large, these are the industry’s professional “firing line.” They are valuable resource speakers because they are familiar with the problems of education as well as the problems and opportunities of industry. And not only can they serve as speakers, but they can suggest others from industry who can serve the department as speakers.

8. **Recruiting Faculty:** IAB members may assist in identifying appropriate qualifications and determining the competencies of instructors. Qualified persons may be suggested to the department as prospective instructors by the IAB.

9. **Selecting and Placing Students:** IAB members can assist the department by recommending standards for student selection from feeder high schools. Electronic and/or printed materials about programs and prospective jobs can be made available to high school counselors. IAB members may also participate at high school and college career day activities where accurate occupational information may be distributed. Affiliated as they are with industry and education, IABs frequently find placement opportunities for students on a permanent basis or for summer and part-time employment.

10. **Public Information:** The public understanding of the construction programs hinges upon the flow of positive information emanating from it. The IAB serves as a link with the community by interpreting the instructional program to both industry and the community. Members of the IAB can do the following:

- Arrange visits to industry for instructors, counselors, administrators, and students.
- Participate in “career day” and “open house” activities at schools and colleges.
- Serve as speakers for school and college functions.
- Arrange for publicity of special programs through the several news media available to them.
V. CLEMSON UNIVERSITY CONSTRUCTION SCIENCE AND MANAGEMENT INDUSTRY ADVISORY BOARD

A. Organization

The Clemson University Construction Science and Management Department Industry Advisory Board (IAB) shall consist of one representative from each Corporate Partner Company and as many other individuals who have an interest on the success of the Department of Construction Science and Management and its activities and events.

Corporate Partner companies are those construction companies who commit financially and in other ways to supporting the CSM Department and its student and faculty activities and events. With their commitment come many benefits that will assist the companies to improve their construction processes. For more details about the Corporate Partner Program contact the Construction Science and Management Department.

Members of the IAB representing the Corporate Partner companies will be appointed by their respective companies on an annual basis. The membership fee for Corporate Partner representatives is included in their annual donation to the department. Others who would like to become a member of the IAB will submit their application along with their first year’s membership fee of $100 per calendar year with the exception of recent Construction Science and Management graduates. The membership fee for recent graduates is $25 per calendar year for the first three (3) years following graduation after which it is increased to $100 per year.

Every member of the IAB will have one vote on all issues brought before it by the IAB Executive Committee. The required quorum to act on any recommendations brought to the IAB will consist of a simple majority of IAB members on record at the meeting. A simple majority of those voting can approve any recommendation brought before the IAB. Proxies will not be considered.

B. Committees – Organization and Responsibilities

The IAB will consist of a number of different committees. There will be an Executive Committee, four Standing Committees (Alumni Development, Curriculum, Development and Facilities), and other committees needed to conduct work not associated with any of the Standing Committees. In addition, the Chair of any of the Committees can organize Task Forces to work on specific activities. The required quorum for all committees to act on any recommendations will be a simple majority of the committee members of record at the time of the meeting. Motions are considered passed when voted for by a majority of the members present assuming a quorum exists. Proxies will not be accepted.

1. Executive Committee - The Executive Committee, as the governing body of the IAB, is responsible for the official business of the IAB including establishing the strategic direction, scheduling meetings and their respective agendas, representing the CSM Department at regional and statewide political levels, and making appointments and
assignments to the other IAB committees and considering their recommendations.

The Chair, in conjunction with the CSM Department Chair, will schedule and conduct meetings of the Executive Committee and IAB. In addition, he/she will, with approval of the IAB Executive Committee appoint all Standing Committee members (with the exception of the Chairs), assign responsibilities to the committees and receive recommendations from them. The Vice-Chair will be responsible to assist the Chair in conducting the business of the Executive Committee. The Vice-Chair will serve in the absence of the Chair. The Secretary will be responsible to work with the Department Chair in taking minutes at all meetings and collecting and organizing the minutes of the other committees.

The Chairs of all of the committees are responsible for the work of their respective body and represent them on the Executive Committee. They will call and conduct the meetings of their respective committees, bring assignments to them and make recommendations to the Executive Committee. The Vice-Chairs of the committees are responsible to assist the Chairs of the respective body to accomplish its goals. The Vice Chair will also serve in the absence of the Chair of the respective committee. The Secretaries of the committees are responsible for keeping minutes of all meetings of their respective committee along with any other communications and duties assigned by the Chair. The minutes of all committee meetings are to be sent to the Secretary of the Executive Committee to be reviewed and archived in the CSM Department as evidence of the respective committee’s work.

The Executive Committee members who represent the Corporate Partners and Construction Associations will serve as liaisons between the IAB and their respective bodies and, in the case of the Construction Association Representatives the Department Student Chapters.

The Executive Committee representatives will be nominated and voted on by a simple majority of those IAB members present at the respective meeting assuming the existence of the required quorum. Each Executive Committee Member nominee will be evaluated based on the following qualifications:

a. Experience – Has been an active member of the IAB for at least two consecutive years immediately prior to being nominated to the Executive Committee and has served on one of the IAB’s Standing Committees.

b. Adequate time – Commit to attending at least two half-day IAB meetings per year along with participating in at least four Executive Committee meetings per year.

c. Character – Has the respect and confidence of his/her associates, has demonstrated a strong sense of responsibility and passion to serve and make a positive difference in the CSM program.

2. Alumni Development Committee - The Alumni Development Committee will be responsible for assisting the department in developing and maintaining an on-going relationship with its alumni. It will be their responsibility to work with the
department in establishing and supporting regional alumni groups with the objective of increasing alumni support both financially and non-financially and present any recommendations to the Executive Committee. In addition, the Committee will be responsible for the maintenance of the CSM Alumni website. The Committee members will elect a Vice-Chair and Secretary.

3. Curriculum Committee – The Curriculum Committee will be responsible for all curriculum-related issues for the department’s undergraduate and graduate programs. It will be their responsibility to participate in reviews of all curricula and present their recommendations for action to the Executive Committee. The Committee members will elect a Vice-Chair and Secretary.

4. Facilities Committee – The Facilities Committee will be responsible for all facilities-related issues of the department. They will review the adequacy of the available space on a regular basis, work with college and university bodies in an advisory capacity in the name of the department, and make recommendations to the Executive Committee for needed changes and/or improvements. The Committee members will elect a Vice-Chair and Secretary.

5. Development Committee – The Development Committee will be responsible for the continuing development of the department and its programs by helping obtain needed resources including material, equipment, supplies, funds and others. They will consider needs presented to them by the Executive Committee from the department and work with the department Chair and faculty in an attempt to obtain the needed resources. The Committee members will elect a Vice-Chair and Secretary.

6. Other Committees – The Chair of the Executive Committee can organize other committees to accomplish specific tasks as necessary.

C. Committee Member Terms of Office

Executive Committee members serve for a two year term and can be re-elected for one consecutive two-year term. Upon the completion of the term of two years of service of the Chair of the Executive Committee, the IAB’s Vice Chair will become the new Chair for a two year term. In the event that the Vice Chair is unable or desires not to become Chair, a new Chair will be selected through the nomination and election process presented in the IAB Bylaws. Upon vacating his or her office, the immediate past IAB Chair can be considered for other officer positions on the IAB Executive Committee. In the case of the resignation of the IAB Chair, the Vice Chair will assume that office for the remainder of the resigning Chairs term.

All other Standing Committee members (except the Chairs) will be appointed by the Executive Committee Chair (with the approval of the Executive Committee) for a two year term (or until the work of the respective committee is completed if less than two years) which can be renewed for one additional term. The Vice Chairs and Secretaries for all other committees will be elected by their respective committee for a two year term and
can be reelected for one additional two-year term. In cases where a person in an officer position finds he or she has to resign, nominations and an election will be conducted in accordance with the IAB By-laws to fill that position for the remainder of the resigning person’s term.

D. Department Chair Responsibilities

The Department Chair will work with the Chair of the Executive Committee to call and conduct meetings of the IAB. In addition he/she will work with the Secretary of the Executive Committee to take minutes at all Executive Committee meetings and meetings of the IAB and distribute them within 30 days of the respective meeting to all of the IAB members. He/she is considered an ex-officio member of the Executive Committee and IAB.

Besides keeping minutes, the Department Chair shall work with the Executive Committee Chair is developing agenda the IAB meetings, notify members of times and places of meetings, arranging for meeting rooms, providing statistical or descriptive information concerning the department and preparing reports of progress. The CSM Department will assume the tasks of providing all clerical assistance needed in the work of the committee, including minutes, reports, recommendations, and special notices.

Other duties include keeping the College Dean advised of any changes in membership on the committee, along with the activities of same. In addition, to send an appropriate letter to new appointees, welcoming them to the IAB on behalf of the institution, or will send a letter of appreciation for services rendered to people leaving the IAB. Both letters will be personally signed by the Chairs of the Executive Committee and Department. Individuals receiving a letter of appreciation for services rendered will also receive a certificate of appreciation from the Department.

E. Meetings of the Industry Advisory Board and Its Committees

The IAB and its committees will have a minimum of two in-person meetings per year (one in the fall and one in the spring). However, additional special meetings can be called by the Chairs of the Committees to deal with important business. Calling committees together for in-person meetings to discuss matters that might have been resolved by mail or phone should be avoided in deference to the already heavy demands of the job of all of the IAB members. The Executive Committee will determine the place and time for the two annual meetings and any other needed meetings along with establishing the agenda for them.

Latest revision February 1, 2014