

SCHOOL OF CIVIL AND ENVIRONMENTAL ENGINEERING  
Office of the Head

CIVE POL NO. 17

Revised October, 2006

TO: CIVE Faculty and Staff

SUBJECT: The Board of Visitors

This document replaces CIVE POL No. 17 dated July 1996

A. GENERAL

This statement implements policies pertaining to functions of the Civil and Environmental Engineering Board of Visitors, first established in 1970.

B. COMPOSITION AND TERM OF APPOINTMENT

The Board of Visitors shall consist of twelve practicing professional civil engineers, who may or may not be alumni of this School. An effort will be made to retain always a good mix of representatives of the various areas of civil and environmental engineering, including large and small industries, engineering consulting organizations of all sizes, contracting organizations, and engineering offices of federal, state, and local government.

The term of appointment shall be for four years, effective with the Fall meeting following acceptance of appointment. Three new members shall be appointed each year to replace three members whose terms are expiring.

New members will be appointed to the Board by the Head of the School of Civil and Environmental Engineering, in consultation with the Dean of the College of Engineering, after conferring with the elected Chairman of the Board of Visitors. Any Board member may recommend prospective future members for consideration of the School Head and Dean of the College.

Board members can be asked back, but not for a consecutive term. In the event that any member becomes unable to complete his term of appointment, an interim member shall be appointed, as described above, to complete the unfinished term of the disabled member. Such interim appointee may be considered for a subsequent full-term appointment.

C. OFFICERS OF THE BOARD

At each regular Fall meeting (see below) the Board shall elect one of its members to serve as Chairman, with his term starting at the end of that meeting and extending through the following Fall meeting. The Chairman shall preside at all meeting of the Board, and initiate such other activities of the Board as he deems appropriate.

The Head of the School of Civil and Environmental Engineering shall serve as the permanent ex officio Secretary of the Board, and preside at meetings in the absence of the Chairman. He shall prepare and circulate the official minutes of Board meetings and function as general correspondent in Board communications and coordination.

D. BOARD MEETINGS

The Board shall meet on campus at least one day during the year, usually in October or November. The date of the next Fall meeting shall be set by the Board at each regular meeting in the Fall. Additional meetings may be called by the Chairman of the Board at any time and place desired, although every effort will be made to use electronic, written, or verbal communications to avoid unnecessary travel and time on the part of the Board.

E. PURPOSE OF THE BOARD

The purpose of the Board is to provide guidance from professional practitioners to enhance and improve all aspects of the School's program. The Board will constitute a vital link between civil and environmental engineering education and civil and environmental engineering practice, providing advice that will enable the School to perform better its role of preparing students for the practice of engineering and serving to disseminate among practitioners a clear and objective understanding of the manner in which the School is attempting to fulfill this role.

F. FUNCTIONS OF THE BOARD

Functions of the Board extend to all facets of the Civil and Environmental Engineering program, embracing (but not limited to) the following items:

1. Curriculum – Adequacy, strength, and weaknesses in terms of the needs of civil engineer employers.
2. Research – Propriety of activities, and suggestions for future direction.
3. Extension – Evaluation of needs of practitioners in field of continuing education, and suggestions for School activities to meet these needs.
4. Faculty – Evaluation of the quality, diversity, and size of faculty, and suggestions for change.
5. Staff – Evaluation of adequacy of secretarial, clerical and technical force.
6. Budget – Adequacy for accomplishing the programs of the School.
7. Long Term Planning – Assessment of future trends in civil and environmental engineering practice, and how we should prepare for them.