

**CONSTRUCTION MANAGEMENT  
INDUSTRY ADVISORY BOARD**  
OPERATIONAL GUIDELINES

**BOWLING GREEN STATE UNIVERSITY**

DATED: NOVEMBER 04, 2021

Vision Statement:

*To advise the leadership, faculty, students, and staff of the BGSU Department of Construction Management to enrich themselves and develop the skills to enhance the performance, perception and values of the construction industry.*

Mission Statement:

*To foster a partnership between all areas of the construction industry and the Department of Construction Management. This partnership will provide valuable resources to advance the Department of Construction Management, guide curriculum to adapt and evolve with the latest trends and needs of the construction industry and connect a network of industry leaders with past, present, and future students.*

## Guidelines

### I: Name

The organization is a volunteer advisory board and shall be known as the Industry Advisory Board for the Construction Management Department, in the School of the Built Environment at Bowling Green State University.

### II: Objectives

1. The main function of the Industry Advisory Board (IAB) is to advise the leadership of the College and/or School/Program with the intention of advancing the undergraduate and graduate programs offered by the Department of Construction Management. Within this context, it is expected that the Board will bring industry connection, best practice, trends, innovation, and opportunity forward in order to assist the College and/or School/Program in thinking about new strategies for curriculum development and delivery, to make connections for student internships/co-ops/job opportunities, to assist in fundraising initiatives, and to help recruit and engage additional volunteers.
2. The Industry Advisory Board is not an institutional governing board. Advisory Board members do not have decision making authority and do not have fiduciary responsibility for the College and/or School/Program. The Board cannot make decisions about how university or BGSU Foundation funds are to be spent – however, the Board could provide input into ideas and recommendations expressed by College leadership, School leadership and/or faculty (in consultation with aforementioned leadership).
3. Specific objectives of the Industry Advisory Board may include:
  - a) **Accreditation Support:** IAB may provide Student Learning Outcomes (ACCE) assessment and accreditation support.
  - b) **Scholarship Resources:** IAB may assist with resources to respond to the financial needs of the construction management students.
  - c) **Equipping and Furnishing Instructional Facilities:** IAB may advise on new facilities or equipment that are being contemplated and may facilitate the donation or funding of needed facilities or equipment.

- d) **Changes in Curriculum:** IAB may recommend enhancements in the degree plan based upon new technology or changes in Architecture, Engineering and Construction (A/E/C) Industry practices. The scope and sequence of courses may also be reviewed, as needed to align with industry trends.
- e) **Providing Speakers:** IAB may arrange for inspiring and stimulating speakers from the A/E/C Industry for various classes and/or meetings.
- f) **Field Trips:** IAB may assist in organizing and planning educational field trips for classes and student organizations.
- g) **Recruiting Faculty:** IAB may assist in identifying qualified persons as prospective instructors and administrators.
- h) **Recruiting Students:** IAB may assist the program by participating in high school information sessions, by participating in high school college career day activities and by communicating with high school counselors.
- i) **Employment of Students/Graduates:** IAB may assist students and graduates with placement opportunities in summer employment, co-operative programs and permanent positions.
- j) **Faculty Development:** IAB may assist the faculty by providing opportunities for faculty enrichment activities or training, summer internship and applied research.
- k) **Program Development:** IAB may assist the faculty by participating in program enhancement projects and reviews, such as professionals in the classroom and juror reviews.
- l) **Informing the Public:** IAB may notify the A/E/C industry and the public of the latest programs and A/E/C industry education information.
- m) **Community Relations and Public Outreach:** IAB may assist by:
  - 1. Arranging visits to A/E/C industry facilities for instructors, counselors, administrators and students.
  - 2. Participating in career day activities at schools.
  - 3. Serving as speakers for school and program functions.
  - 4. Arranging for publicity for the program through news media.
- n) **Encouraging Donations:** IAB may facilitate financial and material assistance for the program from the profession.
- o) **Research for Profession:** IAB may help identify potential topics in construction management research and be a resource for program research efforts.

### **III: Board Membership**

1. All members of the Industry Advisory Board shall be volunteer leaders and shall serve in a volunteer capacity. Board Members do not have authority to make decisions for the university and shall never be asked to discuss university business without the inclusion of the Dean and/or School Director, in person or otherwise.
2. Board members shall be chosen and appointed by the Dean and/or School Director.
3. The Board, in consultation with the School Director, may organize itself around a leadership structure, if it so chooses, in order to maintain organization and encourage leadership. However, the organizational structure does not imply decision making authority.

4. There shall be no maximum limit of Board members. Board membership may be expanded, as needed and additional members may be appointed to the Board by the Dean and/or School Director, at their discretion.

#### **IV: Board Member Terms**

1. Board member terms are recommended for a two-year duration. Terms generally begin with August 1<sup>st</sup> during the calendar year.
2. Board members, being volunteer leaders, are not required to serve the entire two-year term.
3. Board members, if interested, may continue beyond the recommended two-year term, if so appointed by the Dean and/or School Director.
4. The Dean and/or School Director may release a Board member from their service if needed, at their discretion.

#### **V: Board Meetings**

1. Board members are encouraged to attend and participate in all Board meetings.
2. At their discretion, the Board, in collaboration with the Dean and/or School Director, may choose to meet at certain times, per year. A meeting frequency of two (2) to four (4) times per year is recommended, but not required.
3. Special meetings of the Board may be called by the College Dean and/or School Director, as deemed necessary.
4. Faculty engagement in Board meetings is not required. Faculty may be included and engaged in Board meetings from time-to-time, by invitation to present on innovative research activity, new curricular developments, great interactions with students, or other focused and/or targeted themed topics. However, faculty do not have to be invited to participate and should consider such an invitation a privilege, not an entitlement. Faculty invitations (if deemed necessary) to Board meetings shall be extended by the School Director in consultation with Board members.

#### **VI: General**

1. The Operational Guidelines, listed here-in, may be amended as needed, by the Dean and/or School Director to ensure alignment and compliance with prevalent guidelines and policies with respect to BGSU Leadership Councils and School/Program advisory Councils. Such amendments shall be communicated to the Board, prior to inclusion in the document.