



**OPERATIONS AND SUPPLY CHAIN MANAGEMENT (OSCM)  
ADVISORY BOARD GUIDELINES  
November 2020**

**1. Operations and Supply Chain Management Curriculum Description**

The Operations and Supply Chain Management (OSCM) curriculum is designed to develop student competence in the conceptual, systematic, and analytical tools required for positions in manufacturing and service-oriented industries. Emphasis is placed on business process management and transformation, analytical and decision-making skills, program or project management, managing client, supplier and channel relationships, end-to-end integrated supply chain knowledge and logistics application, total quality management/performance excellence, and lean thinking.

**2. Mission**

The OSCM Advisory Board supports and advocates for Operations and Supply Chain Management degree programs in the College of Business. We seek to serve students, faculty, industry partners, and the College of Business by developing an educated and skilled workforce to support the supply chain profession.

**3. Goals/Objectives**

- Provide advice and feedback on OSCM learning objectives, curriculum, and course content.
- Share expertise with OSCM students and faculty through field trips and classroom or workshop presentations.
- Help prepare students for a career in operations/supply chain management through job shadows, internships, practicums, and mentorships.
- Develop learning and networking opportunities with operations and supply chain management community leaders.
- Participate in CSULB and industry related events by giving presentations, making strategic introductions, and supporting faculty and students.
- Build bridges between OSCM and the local or regional community and professional organizations.
- Strategically develop the membership of the Board, including supporting a diverse Board who reflects the makeup of CSULB and the supply chain industry.
- Develop a research center focusing on operations and supply chain management and reflecting the region (e.g., ports, airports, distribution centers).

#### **4. Advisory Board Structure**

The Advisory Board will be composed of up to 15 members from industry and will represent a cross-section of professionals and industries in operations and supply chain management. Additionally, the Board will include at least one alumnus of the College of Business, at least two student members, the Director of Development, and the Dean of the College of Business. Faculty members teaching OSCM will also be members of the Board.

Officers of the Advisory Board will include a Chair and Vice Chair. The Chair will work with the Dean to set the overall direction of the Board, determine meeting agendas, convene, and run Board meetings, and perform other administrative tasks of the Board. The Vice Chair will assist the Chair in his or her tasks, stand in for the Chair when the Chair is not available, and take minutes at the Executive Committee meetings.

The Chair and Vice Chair shall each be appointed for three-year terms, with an unlimited number of reappointments, by the Dean in consultation with the Advisory Board.

The College will identify a staff member who will maintain a directory of the Board, communicate with the Board about upcoming meetings and events, and send out meeting minutes.

A Board Secretary will also be staffed and will be responsible to recording the minutes from the general Advisory Board meetings. The Secretary will serve a one-year term during which time they are exempt from the obligation to serve on one of the board subcommittees.

Subcommittees or task forces may be developed for specific tasks as identified by the Board (e.g., Internships, Programs, Scholarships, etc.).

The full Advisory Board will meet four times per year in: 1) August/September, 2) November/December, 3) February/March, and 4) May/June. (Or meet on other dates as agreed upon.) Subcommittees or task forces will convene individually throughout the year to address action items.

#### **5. Executive Committee of the Board**

The purpose of the Executive Committee of the OSCM Advisory Board is to act on behalf of the Board during intervals between Board meetings. The Executive Committee provides flexibility and responsiveness to time-sensitive issues and to achieving Board-determined goals and objectives.

The Executive Committee will be composed of the Dean, Board Chair and Vice Chair, one OSCM faculty member, and chairs of subcommittees/task forces. The Advisory

Board Chair shall serve as the Executive Committee Chair. Typically, Executive Committee members will serve three-year terms.

### **Board Member Selection**

Advisory Board members will consider nominations for new Board Members from faculty and/or current Board members on a continuous, ongoing basis. A majority vote by the Board (often via email) is necessary to elect a new Board member.

#### **Criteria for Board selection include:**

- Willingness and ability to work actively on OSCM's behalf.
- Broad awareness of the operations and supply chain field and its goals and opportunities.
- Being an OSCM practitioner (private or public sectors, nonprofit or for profit) or consultant.
- Commitment to active participation and attendance at meetings.
- Understanding the Board's mission, committing to support OSCM, and assisting the Dean in raising this support.

Board Members will serve on rotating three-year terms with options for renewal at the discretion of the Board.

### **6. Member Participation**

Board members are expected to attend at least 50% of the Advisory Board meetings and may send an alternate to selected meetings if they are not able to attend in person. The alternate should be well versed and current on Advisory Board activities.

Meetings attended by alternates will not count toward the 50% attendance guideline. Upon advance notice, alternates may attend Advisory Board meetings to meet other Board Members and become familiar with issues facing the Advisory Board.

Board members may participate in the following ways:

- Partner with OSCM faculty to provide guest speakers for courses, workshops, or student organizations (e.g., SAM, the Society for the Advancement of Management).
- Provide offsite visits (e.g., port tours).
- Provide feedback to the OSCM faculty on opportunities and challenges from the practitioner's viewpoint.
- Provide feedback to the OSCM faculty on how CSULB curricula and instructional methodology might best address expectations of the business community.
- Provide updates to the Advisory Board of significant developments in the industry.

- Participate in the activities of the Board, including events, meetings, and other activities.
- Help sponsor OSCM student internships and provide career opportunities
- Provide financial resources and opportunities for faculty and student development, including attendance to seminars and conferences and other educational events.
- Provide recommendations on recruiting new OSCM Advisory Board members from existing member organizations, industry leaders, trade associations and colleagues of Advisory Board members.
- Host Advisory Board meetings.
- Provides oversight for the collection, selection and disbursements of membership dues.

## **7. Specific Roles**

Board members may participate by serving in specific roles, such as:

- Chair, Advisory Board.
- Vice Chair, Advisory Board.
- Chair, Curriculum Review Committee.
- Chair, Education Outreach Committee.
- Chair, Internship Committee.
- Chair, Membership Committee.
- Chair, Professional Organizations Committee.
- Board Secretary

Other roles could include chairing other permanent or ad hoc committees such as Job Shadow/Tours, Internships, Road to Supply Chain Excellence, Scholarships, and Student/YA Representative.

## **8. Membership Levels**

Consistent with the Guiding Principles for Advisory Boards for the College of Business addressing time, talent and treasure, the Advisory Board will collect annual dues to support both student and faculty priorities.

Payment of annual membership dues is required for all active Industry Board members. Board members may select the level of membership from the following choices:

- a. Early career members (up to 3 years from undergraduate degree) will have a \$100 fee level.
- b. Individual professional membership is a minimum of \$200 or other amounts above the minimum.
- c. Corporate memberships are \$500 for a Gold Sponsorship; and \$1,000 for Platinum Sponsorships.

Emeritus Status – In addition to the two levels of active membership listed above, the Board may consider nominations of long serving Board members for appointment to Emeritus status. If approved, Emeritus status members are:

- a. Invited to attend all Board meetings and activities.
- b. Not required to serve on any committees.
- c. Encouraged to contribute but are not required to pay dues.

Annual memberships dues will be billed each February and payment will be due no later than March 31.

Failure to pay annual membership dues can result in termination of Board Membership.

Membership dues are deposited into the account established for the purpose of the Board.

## **9. Benefits of Board Participation**

- Chance to “give back,” to provide for excellence in education.
- Engagement in campus and educational activities.
- Opportunity to shape or influence future operations and supply chain professionals.
- Access to interns and potential employees.
- Access to faculty research expertise.
- Access to other practitioners.