

Advisory Board Charter

Associate of Science in Engineering Program

I. Purposes

The Advisory Board is created as a team of professionals working in industry and academia to develop, sustain, and improve the instructional program for students beginning a study at Bossier Parish Community College leading to an engineering degree completed at one of the four-year engineering programs in Louisiana. Specific purposes may include but are not necessarily limited to the following responsibilities:

Assist in program evaluation and quality control

Assist in planning for future needs in the engineering profession and the related education needs

Assist in finding internship or coop opportunities for students to gain work experience related to their chosen major

Assist in developing a seamless transition to the four-year institution for completion of the engineering degree and the associate of science in engineering degree

Assist in informing the community about the need and availability of engineering education in this region

Assist BPCC in becoming the model program for engineering education at community colleges in Louisiana

II. Advisory Board Charge

The advisory board is expected to review and offer recommendations for engineering curriculum as it relates to industrial needs and academic preparation to complete a degree at the final engineering college. The advisory board reports to the dean and the program director these findings and recommendations.

III. Membership

Members serve voluntarily and will constitute a cross-section of the engineering community. Each major four-year engineering college in Louisiana shall be offered one voting membership on the advisory board. Other members will be selected from the engineering community. All BPCC faculty, staff, and students are welcome as nonvoting members to provide valuable input to the voting members about the program. These members are not

offered voting privileges to preclude in conflict of interest in self-evaluation. Membership will be reaffirmed at the annual spring meeting.

IV. Procedural Rules

Meetings: The advisory board will meet at least one time a year. Written notices of upcoming meeting will be mailed to members at least ten days before a meeting.

The voting member will elect a chair person from the voting members to chair the meetings. The engineering program director will assist the chair in scheduling and providing information for the meeting. The chair will be responsible for conducting the meeting and for completing the report and recommendations from the meeting. The formal report will be public information and will be posted at [http://www.bpcc.edu/\[????\]](http://www.bpcc.edu/[????]).

A vice chair will also be elected to assist the chair in taking notes at meetings and will move into the chair position the following year.