

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. Also, the board is to guide the program to equip students to be future leaders and responsible citizens as they prepare to enter industry or continue their education beyond an associate's degree.

Specific purposes may include but are not necessarily limited to the following responsibilities:

- Assist in program evaluation and quality control
- Assist in planning educational support toward future needs in the engineering profession
- 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 an engineering degree
- Assist in informing the community about the need for and availability of engineering education in this region
- Assist BPCC in becoming the model program for engineering education at community colleges in Louisiana
- Encourage resource development through state/federal funding advocacy, internal campus budgeting, corporate relationships, and private gifts
- To recognize alumni and other supporters of the college
- To assist in publicity and public relations

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 encouraged 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. One member from Caddo and Bossier school districts shall be represented on the advisory board.

Review Advisory Board (AB) List – Program Director and Advisory Board Chair will go through the AB list and marked members as either “active” or “inactive.” If members have not attended an AB meeting once in the last two years or have not communicated with the program, they will be marked inactive. Attendance records from past advisory board meetings will be examined. The results of resignations from the AB can be seen on the current active AB list.

IV. Sub-Committee:

To promote more targeted discussion and utilize the strength of each member, sub-committees, including (a) Curriculum and AS-BS transition, (b) Industry Partnership, and (c) Outreach and Recruitment will be formed. Each sub-committee will select a spokesperson and write down its objectives and action plans. The expectation is that each sub-committee advises, assists BPCC engineering program and gives annual updates at the board meeting.

V. 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 and a vice-chair person from the voting members to chair the meetings. The chair will serve a 2-year term. 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/tem/advisoryboard/minutes.html>.

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

Advisory board charter will be reviewed annually and updated as required.