

# **Advisory Board Charter**

## **Associate of Applied Science in Industrial Technology**

### **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 Associate degree, with possible continued studies at Northwestern State University for completion of a Bachelor's degree in technology. 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 industrial technology 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 from the associate degree at BPCC to the bachelor's degree at NSU

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

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

### **II. Advisory Board Charge**

The advisory board is expected to review and offer recommendations for the industrial technology curriculum as it relates to industrial needs and academic preparation to complete a degree. 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 industrial and academic community. Northwestern State University shall be offered one voting membership on the advisory board. All BPCC faculty, staff, and students are welcome as

non-voting members to provide valuable input to the voting members about the program. These members are not offered voting privileges to preclude any 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 meetings will be mailed to members at least ten days before a meeting.

The voting members will elect a chair person from the voting members to chair the meetings. The industrial technology 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.bpsc/\[???\]](http://www.bpsc/[???]).

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.