

BS in Design Advisory Committee Charter

Preamble

The Committee is advisory to the BS in Design, Department of Technology Systems, East Carolina University.

The Committee shall be comprised of voting and non-voting members. The voting membership will be comprised of personnel with knowledge and experience in industry-based design disciplines and who are able to communicate effectively with students, faculty, and administrators regarding the production of design technologists and the maintenance of an instructional program to achieve this goal. In addition, the voting membership will include representatives from the NCCCS representative of the concentrations offered by the BS in Design. The non-voting membership will be comprised of two undergraduate students, who are pursuing a BS in Design—one representing each of the concentrations. One of the undergraduate students, however, may be a technology, management, and applied engineering major who possesses a design related associate's degree.

The Committee shall elect a Committee chairperson, a Committee secretary, and a Committee liaison. Others may be elected as needs arise. The Committee liaison will recommend additional members for the Committee. The Committee secretary will take Committee meeting minutes, which will include the agenda items, actions taken, and recommendations made. The Committee chairperson will conduct the Committee meetings. The undergraduate student members will provide input from their classmates and report back to those classmates relevant actions of the Committee.

In coordination with BS in Design faculty, the Committee shall ensure the following are specified: (a) criteria for member selection; (b) procedures for selecting members; (c) length of member appointment; (d) committee responsibilities; (e) frequency of meetings (at least one per year); and (f) methods of conducting business. (19).

Duties

Contributes to the validation of BS in Design program objectives, student learning outcomes, and student competencies (per standards 4, 17, and 18 of the 2019 ATMAE accreditation handbook).

Participates in BS in Design outcome and program learning outcomes validation and the evaluation of overall BS in Design success (17).

Add to the Committee, appropriately qualified industrial and community college representatives when more than one BS in Design option is made available (17).

Meet at least once each year and maintain appropriate minutes of these meetings showing agenda items, actions taken, and recommendations made (17).

Administration of the Committee

Procedures used in selecting members: The Committee liaison will recommend additional members for the Committee. Members will be added to the Committee following the achievement of consensus by the Committee.

Length of appointment: Appointment to the Committee shall be for three years. Subsequent appointments may be made following a one-year leave of absence. Committee members resigning before the end of their term of service should work with the Committee liaison and mentor their replacements.

Organization of the committees: Three-member standing and ad hoc committees shall be formed as needs arise.

Committee responsibilities: All committee charters shall define the committee's deliverables in terms of who, what, when, where, and how.

Frequency of meetings: The Committee shall meet at least once each academic year. Meetings may be called by the BS in Design coordinator or the Committee chair.

Methods of conducting business: The Committee shall maintain appropriate minutes of their meetings showing agenda items, actions taken, and recommendations made.

Administrative procedures: Changes to this statement may be implemented once consensus is achieved among the Committee members.