

# **SOUTH FLORIDA STATE COLLEGE**

## **Guidelines for Bachelor of Science in Elementary Education (BSEE) Advisory Council**

### **FORWARD**

These guidelines have been established to govern the function and responsibilities of the advisory council/committee serving the BSEE program offered by South Florida State College. Contained within these guidelines are the procedures for selecting members to the advisory council and the duties and responsibilities of advisory council members.

### **I PURPOSE**

The BSEE at South Florida State College is a vital part of the college and the community being served. Since this program is designed to prepare students to obtain employment in a professional environment, it is essential that the college have communications with knowledgeable leaders and employers of the local community.

The success of the BSEE program depends to a large extent upon the activity and involvement of the advisory council. The advisory council enables a two-way system of understanding to develop between the college and the community. The aid and advice of the advisory council, composed of individuals familiar with local community, trends, and problems, will help the college meet the changing needs of the community and keep the program attuned to these needs. One purpose of the BSEE Advisory Council is to address continuous program improvement. The advisory council should remain in an advisory position and not become involved with college administrative functions.

### **II LEGAL BASIS FOR ADVISORY COMMITTEES**

Stakeholder participation for teacher education programs are mandated according to Florida's Statute Public Accountability and State Approval for Teacher Preparation programs chapter 1004.04.

### **III THE ROLE OF THE ADVISORY COMMITTEE**

The function and responsibilities of advisory committees are specific and should be considered as being of a consultant advisory nature. In order to function in this capacity, advisory committees should be a stakeholder of the programs they serve. Advisory committees have a responsibility to make recommendations to the college administration concerning curriculum, recruitment, placement and assessing occupational needs and outcomes of these programs.

## DUTIES AND RESPONSIBILITIES OF ADVISORY COMMITTEES

In addition to the above, advisory committees have the following duties and responsibilities:

1. To serve as a line of communication between the college program and educational fields in the community by initiating and maintaining an effective public relations program.
2. To assist the BSEE program staff in identifying specific skills needed to assure employment of program completers and job success.
3. To assist the BSEE program faculty in updating instructional methods and materials and to keep the program relevant with technological changes within the elementary education field.
4. To assist in assembling sufficient data to determine how many students should be educated annually in order to keep a balance between the supply and demand for program completers.
5. To provide annual evaluative data to BSEE program faculty as to performance strengths and weakness of graduates of the program.
6. To assist in student placement and follow-up.
7. To analyze evaluative data for use in improving curriculum and instructional methods.
8. To assist BSEE program faculty in recruiting students for the BSEE program.
9. To promote the college and the BSEE program throughout the community and to encourage employers within the community to utilize the SFSC BSEE program and its individual courses as a means for employees' training, career development and individual motivation.
10. To assist the BSEE program in any way as the need arises, that pertains to special and timely problems, concerns or issues.

## IV ORANIZATION AND STRUCTURE

The advisory committee shall be composed of representatives from educational fields in the community and:

1. Have not less than five (5) members. A recommended and workable number is 8-12 members.
2. Have BSEE faculty representation.
3. Have representation from minority and/or protected groups.
4. Have representation from primary stakeholders such as program completers, public school personnel, classroom teachers, principals, and community agencies.

NOTE: The Dean of Arts and Sciences and the Vice President for Educational and Student Services shall serve all committees in an advisory function. They shall have no vote in committee proceedings. All others shall be voting members, each with one (1) vote.

### DUTIES OF ADVISORY COMMITTEE OFFICERS:

#### Chairperson

The Chairman shall be selected or elected by the membership of the council for one (1) year and may be re-elected. The Chairman shall:

1. Conduct all meetings.
2. Coordinate time, date, meeting place and agenda for each meeting with the lead instructor or BSEE faculty member.
3. Establish sub-committees as the need arises.
4. Be responsible for the business, communications and reports of the council according to prescribed procedures.

### Secretary

The Secretary shall be selected or elected by the council membership for one (1) year and may be re-elected. College personnel will assist with the secretarial duties. The Secretary shall:

1. Conduct the meeting in the absence of the Chairman.
2. Assist the Chairman in any way to further the aims and objectives of the council.
3. Record and disseminate minutes, in a prescribed format, of all regular and special meetings.
4. Coordinate meeting room facilities with lead instructor or BSEE faculty member.
5. Assist Chairman in the handling and disseminating of all advisory communications.

### BSEE Lead Instructor or Faculty Member

1. Coordinate activities and communications of the advisory committee and the BSEE program with the faculty, advisory council, and Dean of Arts and Sciences.
2. Serve as Secretary on the advisory council or their appointed staff.
3. Be responsible for the filing of all committee reports and minutes with the Dean of Arts and Sciences.
4. Be responsible for actively recruiting new members of advisory council membership and referring those names to the Dean of Arts and Sciences for official invitation to the committee.
5. Be responsible for forwarding the meeting announcement, agenda, and back up reference materials to each committee member prior to the committee meeting
6. Facilitate the typing of council minutes in a prescribed format, and the emailing of the minutes to all members and appropriate college personnel, including the Dean of Arts and Sciences.
7. Notify Dean of Arts and Sciences of all meetings, times, dates, places and an agenda for regular and special meetings.

### Dean of Arts and Sciences

This person will serve in an advisory capacity to the BSEE Advisory Council as the administrator representing the college. The office of the Dean of Arts and Sciences will:

1. Serve as the college "office of record" for the BSEE advisory council.
2. Maintain a current file for the advisory council.
3. Maintain current membership list for the council.
4. Maintain contact with the council to insure that meetings are called and the council is active and functioning according to stated goals and objectives.
5. Prepare and submit a combined annual report to the Vice President for Educational and Student Services on the activities of the advisory council.

### **PROCEDURES FOR SELECTING MEMBERS;**

Individuals may be recommended for membership on an advisory committee in the following manner:

1. By a member of the BSEE program faculty.
2. By advisory council members, presently serving on an advisory council.
3. By any member of the college administrative staff or employee.
4. By anyone from the district school boards that is involved with or from a school or educational agency related to the BSEE program.

Recommendations of applicants for a position on the BSEE advisory committee are made to the Dean of Arts and Sciences.

#### PLANNED MEETINGS:

Advisory council meetings should be well planned so that council meetings may be scheduled to consider significant business and to make the best possible use of the committee members' time. It would be well to consider more frequent meetings of a shorter time than infrequent and long agenda meetings.

The agenda should provide for a complete discussion of all appropriate topics since it is only in such an environment of constructive discussion that members of the committee will come to fully understand the BSEE educational program.

#### NOTICE OF MEETINGS:

Ample notice should be given for each meeting, and the agenda should be emailed to each member in advance to allow an opportunity to gather information and be prepared to discuss the agenda items.

### VII FOLLOW-UP

Advisory committees perform extremely important functions for the college and can have significant influence on the quality of the educational programs and the future careers of students enrolled in the BSEE program. The BSEE Advisory Council is encouraged to make recommendations to the college administration concerning the program. Whenever the council's recommendations have been accepted and implemented by the college administration, the council members should be so informed, and should receive follow-up reports on the effectiveness of their recommended changes or innovations. They should be advised if their proposals cannot be accepted by the college and the reasons for not accepting clearly stated.

The judgments of council members commonly reflect sound educational thinking and the suggestions for improvements that result from council action should be adopted whenever possible.

Only through this close cooperation with the community can the BSEE program hope to develop and conduct a practical and realistic program to educate future teachers.