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4g.BIT Advisory Board Charter

Framingham State University

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Business and Information Technology (BIT) Advisory Board Charter:

1. Background

The BIT Industry Advisory Board was formed in 2005 to support the newly implemented undergraduate program of the BS in Business and Information Technology.

2. Our Mission

Framingham State University offers a major in Business and Information Technology (BIT), designed to prepare students for roles that require the ability to understand, communicate and contribute to the business value of technology applications and processes. The program combines courses in business with those in computer science.

3. Purpose of the Advisory Board

3.1. Relevant and Compelling

3.1.1. Ensure that the program remains relevant and that the students are prepared to make meaningful contributions to business success

3.2. Connections

3.2.1. Connect students to the business world so that they are better informed and prepared to seek employment and contribute once employed

3.2.2. Connect program to the business world to maintain currency and relevance

3.3. Continuous improvement

3.3.1. Provide mechanism for ongoing review and revision to program goals and outcomes

4. Guiding Principles:

How the Work is Done

4.1. The board manages through outcome-based milestones thereby ensuring meaningful results and a feeling of accomplishment

4.2. Board sets annual goals at first meeting of academic year and review status at last meeting of academic year

4.3. Meetings typically occur between September and May

4.4. The Board focuses efforts on its mission to:

4.4.1. Ensure that the curriculum stays relevant and compelling

4.4.2. facilitate interaction between student and business professionals

4.4.3. Connect faculty and business

4.5. The board facilitates the goal-setting process, whereby the board identifies opportunities and goals, and the University identifies its priorities to the board and together they work collaboratively to support execution of those goals

- 4.6. The board exists primarily to advise; changes within the University must be made by the University
- 4.7. The members of the board put in real time and work, at and between meetings, in achieving the goals identified by the University and the goal-setting process
- 4.8. The board leverages its members' networks to identify others whose expertise can be employed on an issue by issue basis
- 4.9. Board members interact with students through university sponsored activities such as participating in classes as guest speakers or as industry mentors in the mentorship program

5. Organization and Structure

- 5.1. Board make-up includes industry professionals representing three to five industry sectors and within each sector, several business functions, for a total of seven to ten industry representatives
 - 5.1.1. Representation on board is reviewed each year to assess relevance and currency, as well as active contribution
- 5.2. The board seeks representation from FSU alums among the industry representatives
- 5.3. The board meets at least three times a year; consistent and active participation is expected from industry and university board members
 - 5.3.1. Meetings require participation of at least three industry members
- 5.4. There are two key roles within the board; a Chair from industry and a Lead from the University
 - 5.4.1. Industry chair serves a two-year term beginning June 1 and ending May 31
- 5.5. Industry representatives are selected from industry or business having a relationship to the ITB program and significant impact to the local economy
- 5.6. The board includes university administrators and faculty from the Department of Economics and Business Administration and from the Computer Science department, who teach courses required in the ITB program

6. Responsibilities of board members

- 6.1. Attend board meetings
- 6.2. Alert university to industry changes
- 6.3. Participate in student outreach, including mentorship events, internships and other activities in and outside the classroom
- 6.4. The board should include two students in the ITB program
 - 6.4.1. Student participants are responsible for recording minutes and updating the board website.
 - 6.4.2. Student participants are asked to coordinate some aspects of student outreach, projects and events sponsored by the board

