

3.1 ERA Advisory Board Meetings, Member Appointment, and Member Roles/Responsibilities



1. PURPOSE

- 1.1 This policy addresses the general advisory board appointment along with member roles and responsibilities. The advisory board is an integral part of the OSU-Oklahoma City system. The task of each committee is to provide input specific related to industry needs and trends to insure that the curriculum is up-to-date and that graduates are fully prepared to enter that specific workforce. This responsibility includes identifying and prioritizing specific subject areas for program curricula; specifying appropriate technical content level; reviewing graduate competencies on an ongoing basis; and identifying general education and related technical skills needed by graduates.

2. SCOPE

- 2.1 This policy applies to the Emergency Responder Administration Advisory Board.

3. POLICY STATEMENT

- 3.1 Advisory board members shall review program content and recommend changes that best address the needs of the industry, OSU-Oklahoma City and program graduates.
- 3.2 Advisory board members can also make valuable contributions by providing suggestions for improvement of the institution's instructional facilities; recommending resources needed for particular kinds of instruction; recommending appropriate support equipment; installation, maintenance, reconditioning or replacement of said equipment; and assisting with equipment acquisition through gifts, grants, loans or discounts.
- 3.3 Furthermore, advisory board members may assist with identifying potential students, student internship opportunities, and graduate employment opportunities; orienting institutional personnel (faculty, staff, administration) and students to the needs of employers; maintaining a positive relationship between the program, business and industry (particularly employers), the institution, students, graduates, institutional governance and others; and offering constructive suggestions, advice, and assistance regarding appropriate marketing and advertising.
- 3.4 The general membership of the advisory board should have a diverse set of representatives from emergency management, law enforcement, fire service, emergency medical services, and/or affiliated public safety occupations. Additionally, the advisory board should have an adjunct faculty member, a current student, a graduate, and a public member. It is recognized not all types of representatives may be serving continuously.
- 3.5 The advisory board membership is a general board of equal rights between members. Therefore, no specific titles or additional responsibilities (i.e., chair, vice-chair, secretary, or treasurer) will be defined.
- 3.6 Meeting minutes, agendas, and other administrative functions supporting the advisory board shall be maintained within the OSU-Oklahoma City administrative office.
- 3.7 One public safety agency may not have more than two voting members serving at the same time.
- 3.8 One occupation type cannot make up a majority of the board.
- 3.9 A quorum shall be deemed present when 30% of the current membership is present.
- 3.10 The Emergency Responder Administration advisory board will meet twice per year, per accreditation requirements.
- 3.11 Additional meetings may be called as needed.
- 3.12 The president invites members to serve three-year appointments. Accepted appointments to the board automatically become voting members.
- 3.13 Advisory board members may be reappointed.
- 3.14 An advisory board member may resign a committee appointment by notifying the Emergency Responder Administration program administrator in writing.
- 3.15 Members who do not attend for three consecutive meetings may be removed from the committee. Prior approval from the program administrator must be received before a designee or agency representation may fill in for a board member.
- 3.16 Prior approval from the program administrator must be received before a visitor may attend an advisory board meeting.

4. PROCEDURE

- 4.1 Potential advisory board members shall be identified by the program administrator, current advisory board members, students, and/or OSU-Oklahoma City employees.
- 4.2 Potential advisory board members are submitted to the President for review. After approval, the members are invited by letter from the president.

5. RESPONSIBILITIES

Compliance, monitoring, and review

- 5.1 Compliance with this policy and procedure will be achieved as follows:
 - Advisory Board meetings will be scheduled every six months by the Administrative Secretary of the AVPAA office in consult with the Department Head of the Emergency Responder Administration program.
 - Advisory Board meeting agenda and minutes are developed by the Administrative Secretary of the AVPAA office in consult with the Department Head of the Emergency Responder Administration program.
 - Advisory Board meeting minutes are developed by the Administrative Secretary of the AVPAA office in consult with the Department Head of the Emergency Responder Administration program. The Advisory Board reviews the final version of the minutes and votes to approve at the next regularly scheduled meeting.
 - Recommendations for add new Advisory Board members will be made by Department Head of the Emergency Responder Administration program to the Administrative Secretary of the AVPAA office for consideration by the president.
 - New Advisory Board members will be appointed by the President of OSU-Oklahoma City.
 - Advisory Board members are renewed during meetings.
 - The Department Head of the Emergency Responder Administration program is the point of contact for monitoring compliance with this policy and for conducting a review as noted below.

Reporting

- 5.2 No additional reporting is required.

Records Management

- 5.3 Staff must maintain all records relevant to administering this policy and procedure in a recognized University recordkeeping system.
- 5.4 This document is retained by the Department Head of the Emergency Responder Administration program and made available to the public on the website.

6. DEFINITIONS

- 6.1 None.

7. RELATED LEGISLATION AND DOCUMENTS

This policy complies with the International Fire Service Accreditation Congress criteria that states the following:

- G23.3.5(a) Program advisory committees shall be established to provide an active mechanism for liaison with the community served by the degree program representative of the population served.
- G23.3.5(b) The advisory committee shall be involved in the process of reviewing program outcomes.
- G23.3.5(c) There shall be written documentation that details the membership, role, function, terms of the Advisory Board, committees, and meetings.
- G23.3.5(f) The program advisory committee or equivalent shall be involved in the evaluation of instructional equipment, supplies, and materials.
- G23.5.2.1(a) Content areas shall include those generally accepted, or required by law or recognized standards of good practice with input of the advisory committee.

8. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ERA Advisory Board
Administrator	ERA Department Head
Next Review Date	September 30, 2022

Approval and Amendment History	Details
Original Approval Authority and Date	ERA Advisory Board September 21, 2017
Amendment Authority and Date	ERA Advisory Board
Notes	None.

9. APPENDICES

None.