

F E R R I S   S T A T E   U N I V E R S I T Y

# Advisory Committee Handbook

SURVEYING ENGINEERING/TECHNOLOGY PROGRAMS







# **FERRIS STATE UNIVERSITY**

## Advisory Committee Handbook



## A Letter from the President



Thank you so very much for serving on a program advisory committee at Ferris State University. Collaboration with business and industry is essential to the success of our career-oriented academic programs and your participation makes this cooperation possible. Program advisory committees have been established to provide advice to us on new technology, emerging skill needs and other industry developments. Each advisory committee is comprised of business and industry representatives who possess the potential to hire students from their respective field of study. Members are chosen for their ability to advise Ferris State University on the content of a particular curriculum and future directions of the workforce. In addition, advisory committee members engage in activities that support our students, serving as mentors, hosting career fairs, providing networking opportunities, supplying equipment, or assisting in other ways.

Our faculty and staff work very hard at providing a relevant education for our students. They keep informed about current trends by participating in professional-development activities and conferring with colleagues. However, to provide the best educational opportunities possible, it is vital to also have the insights of people whose day-to-day workplace experiences can provide critical links to the specific needs of industry. This handbook is designed to help you, as an advisory committee member, to understand what an advisory committee is, how you can help shape the education we provide, and in doing so develop quality graduates prepared to not only succeed, but excel in the workforce. As a university community committed to collaboration, excellence, learning and opportunity, we are truly appreciative of the many individuals who graciously give their time by serving on advisory committees. On behalf of our university, faculty, staff and students, thank you.

David L. Eisler  
President





# What is an Advisory Committee?

An Advisory Committee is composed of representatives from:

- Business and industry
- Private practice
- Academia
- Government

They are chosen for their ability to enhance the professional development of the students from the Surveying Engineering/Technology Programs and for their expertise to advise the college on the content of the curriculum and future directions for the workforce.

Successful occupational education programs result from cooperative efforts among business, industry, labor, government and education. Advisory Committee members provide essential information and guidance for planning meaningful occupational curricula.



## Purpose

The purpose of the Advisory Committee is to provide information and advice regarding:

- Current employment needs and opportunities
- New technology
- Emerging skill needs
- Relevance of programs and/or courses being offered
- Planning, development, and review of the Surveying Engineering/Technology Programs

In addition, Members of the Advisory Committee will assist the Surveying Engineering/Technology Programs by actively engaging in activities such as:

- Serving as mentors
- Hosting career fairs
- Developing applications for external funding
- Obtaining scholarships and internships
- Recruiting new students to the program



# Our Commitment

Advisory Committees are a valuable component of Ferris State University's (FSU) process of engagement with the professional community. FSU takes all recommendations under advisement and makes our decisions according to the University's strategic plan, funding, and additional research.

Our commitment is to educate the students to protect the health, safety, and welfare of the public.

Ultimately, we are creating lifelong learners who will continue learning through professional development activities throughout their careers. FSU needs your advice and assistance to ensure that a quality education is provided for every student.

## Your Commitment

You have been invited to participate in Ferris State University's Surveying Engineering Advisory Committee because of your success in your own chosen profession. Advisory Committees generally meet twice per year; however, additional participation may be necessary throughout the year.

You are expected to be knowledgeable about essential matters confronting the programs and will be asked to provide information and advice as it pertains to their knowledge and skills to:

- Assist FSU in curriculum development
- Develop robust activities to enhance students' learning experience
- Assist in the recruitment and development of faculty members
- Identify and create external teaching, consulting, advancement, and research opportunities
- Complete tasks assigned by the chair
- Carry out additional assignments
- Assist each other in the orientation and education related to Advisory Committee responsibilities



# Surveying Engineering/Technology Program Outcomes

The Surveying Technology program at Ferris is designed to provide students with the skills and knowledge necessary to function as effective members of surveying field crews and office environments. Graduates have the ability to:

- **Perform** basic surveying calculations
- **Create** maps using different computer-assisted mapping software
- **Understand** the use of a variety of surveying instruments
- **Evaluate** the accuracy of field data
- **Conform** to established survey standards
- **Engage** in effective communication with clients and colleagues
- **Insure** a safe operational environment

The Bachelor of Science Degree in Surveying Engineering is designed to meet the needs of all students in the program. Graduates will be:

- **Analyze** and solve surveying engineering problems by applying basic principles of mathematics, science, and engineering. Graduates will be able to use modern surveying engineering techniques, skills, and tools to identify, formulate, and solve surveying engineering problems.
- **Apply** the knowledge and skills from a broad education in order to understand the impact of surveying engineering solutions in a global, societal, and environmental context consistent with the principles of sustainable development.
- **Prepare** for professional practice in surveying engineering. Graduates will demonstrate an understanding of ethical, societal, and professional responsibilities; will recognize the limits of their knowledge and initiate self-directed learning opportunities; and will be able to function and communicate effectively individually and within multidisciplinary teams.
- **Provide** the education needed to become a qualified licensed professional surveyor.





# Selection of Advisory Committee Members

Potential members are nominated and endorsed by the program faculty members. Names are then submitted through the appropriate administrative channels for final approval. Advisory Committee members serve a three-year term. Membership is renewable, and staggered terms are suggested in order to ensure continuity.

## Composition of the Advisory Committee

The Advisory Committee consists of 10 to 15 external members who reflect the broad range of knowledge, skills and/or attributes represented in the Surveying Engineering/Technology disciplines.

## Officers

The members of the Advisory Committee will elect a Chair and a Vice-Chair. Each will serve a two year term. The chair is the official representative of the Advisory Committee. The Vice-Chair will assume the responsibilities when the Chair is not available.

The members of the Advisory Committee will elect a Secretary. The Secretary is responsible for documenting the meeting minutes. The program Secretary is responsible for distributing the agenda and maintaining current member information.

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# The Details...

## Setting the Agenda

The program administrator will consult with the committee chair to compile the agenda, which ideally is provided to committee members in advance.

## Conducting the Meeting

Separate times are allocated for the Advisory Committee to meet with faculty and student groups. A brief status report should be presented by the program representatives. All Advisory Committee recommendations must be addressed and responded to by the program before or at the next meeting.

Meetings of the Advisory Committee are conducted by the elected Chair of the committee or, in the absence of the Chair, the Vice-Chair. If neither is available, the assembled Advisory Committee members will select a temporary chairperson from within to conduct the meeting. Minutes will be recorded and prepared for distribution by the Advisory Committee Secretary.

The Advisory Committee strives for free-flowing discussion and attempts to reach a consensus where decisions or recommendations need to be determined. Robert's Rules of Order will be used.

The program administrator will facilitate the discussion when necessary, keeping in mind that the purpose is to obtain information from the professional community.



# Keeping and Distributing the Minutes

The Advisory Committee secretary will keep, record, and disseminate the Advisory Committee meeting minutes. Meeting minutes will be taken at all meetings. It is not necessary to record all discussions, but suggestions, recommendations, and decisions of the committee will be recorded.

Draft minutes will be reviewed by the committee chair and the program administrator then distributed to:

- Advisory Committee members
- Faculty
- Administration and staff as appropriate

Minutes will be approved at the next scheduled Advisory Committee meeting and posted on the program website.

## Conflicts of Interest

Advisory Committee members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.







<http://www.ferris.edu/HTMLS/colleges/cot/surveying/AdvisoryCommittee/AdvisoryCommittee.htm>

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