

Advisory Board Guide
Interior Design Program
Department of Family and Consumer Sciences
Ball State University

It is important to acknowledge the ever-changing nature of the education required for a growing profession. We are re-examining our goals and directions. New technologies affect the skills and knowledge required of interior designers. The best preparation for the future is an education that will enable graduates to adapt to a changing world.

A growing emphasis on community involvement in all segments of education has caused advisory committees to become an essential communications link between the educational programs and the community. The ever-changing job market has a great effect on the Interior design profession, as it strives to meet the needs of the public and private sector. Building viable educational programs based on society needs is a constant challenge.

In the Interior Design Program, advisory committees share this challenge. Among their many faceted responsibilities, advisory committees are invaluable in fostering community relations by serving as liaison to organizations in the private and public sector. The generous and thoughtful advice of our advisory committees assists the department in achieving our ultimate goals.

Advisory committee members provide educators with “eyes and ears,” tuned to rapidly changing needs for business and industry. They supply the guidance and critical assessment necessary for us to equip program graduates and employers with the skills so vital to their sources.

These following pages are prepared for those persons who so willingly give themselves to serve our Interior Design Program. Its purpose is to serve as a guide for the Interior Design Advisory Committee.

We in the Interior Design Program express our appreciation to our advisory committee for your willingness to share your expertise and interests. We look forward to working together to accomplish our mutual goals.

Interior Design Faculty

WHAT IS AN ADVISORY COMMITTEE?

An advisory committee links education with the workplace. They bring together representatives from all facets of business and industry to join with educators in planning and monitoring career instruction.

More specifically, they are charged:

1. To certify the relevance of the instructional program in preparing graduates for placement in modern work environments.

Programs must address vital skill training, to guarantee employability and success on the job. Not only must necessary skills be incorporated within the programs, but attention must be directed toward student achievement of appropriate levels of competency.

2. To determine that the program is current in relationship to the changing conditions of business and industry.

Without an advisory committee to forewarn educators of pending changes, the technological/economic environment is likely to outpace efforts at educational programming.

WHAT ARE THE FUNCTIONS OF AN ADVISORY COMMITTEE?

The advisory committee is an important element of a good program. Some functions expected from advisory committee members are the following:

Assessing Needs: The advisory committee helps keep us informed about the needs of the general public. To this end, it assists in the development, distribution, and analysis of relevant surveys.

Developing Curriculum: The advisory committee makes recommendations to the department regarding the types of curricular offerings needed to satisfy general education requirements as well as those more specialized ones needed to keep the curriculum of the program up to date.

Planning for Facilities and Equipment: The advisory committee makes recommendations on facilities, equipment, and supplies. The committee also promotes the donation of equipment, supplies, and materials by business and industry.

Evaluating Programs: The advisory committee not only reviews the technical curriculum; it also suggests changes in programs and equipment.

Recruiting and Placing Students: The advisory committee promotes recruitment of

students by making current information about job requirements and opportunities available to prospective graduates. It also assists in placing students in internship and practicum situations and graduates in full- and part-time positions.

Fostering Relations: The advisory committee serves as a link with the general public in the state of Indiana and beyond. It helps promote public support of the department and its programs by fostering a favorable image. Members are encouraged to speak to civic and business groups and to make presentations about the department and its programs at public hearings.

Promoting Field Trips: The advisory committee assists in arranging field trips to appropriate facilities and sites in business, industry, and other related organizations.

Providing Speakers: The advisory committee helps to find qualified speakers to address classes, conferences, and seminars.

Serving as Liaisons: The advisory committee often meets a need for the department by serving as a liaison with organizations in the private and public sector.

Participating in Departmental Activities: Advisory committee members can take part in such departmental activities as career days and cultural events.

WHAT ARE THE QUALIFICATIONS FOR INTERIOR DESIGN ADVISORY COMMITTEE MEMBERS?

Individual committee members represent a broad cross-section of employer, employee, and relevant committee groups. Alumni and student representation are likewise highly recommended.

Four essential criteria are kept in mind when selecting individuals for membership in the advisory committee.

Expertise: Members should have successful first-hand experience in the field of interior design. They should merit the respect and confidence of their associates and peers for their achievements.

Availability: Members should be willing to make themselves available for meetings and activities which take place during the year.

Responsibility: Members should possess a strong sense of public duty and civic mindedness. Their professional image and standing in the community should be exemplary.

Interest: Members should be highly motivated and have a positive perspective about

Interior design field. They should be enthusiastic and committed to the program which they serve.

WHAT IS THE ROLL OF ADVISORY COMMITTEE MEMBERS?

Each member is expected to:

- Attend meeting, participate in the committee discussions and serve on sub-committees as requested.
- Study carefully any problems that come before the advisory committee.
- Keep the Interior Design Program informed of new developments in business and industry.
- Conduct periodic evaluations of program facilities and curriculum.

It is important to remember that advisory committees provide advice. They are not governing or administrative organizations.

WHAT IS THE TERM OF MEMBERSHIP FOR ADVISORY COMMITTEE MEMBERS?

The term of membership for advisory committee members is two years, but members may continue for another term, if they wish to do so.

WHAT IS THE SIZE OF AN ADVISORY COMMITTEE?

Seven to twelve members, not including the department representative, are an effective working number. However, the committee may be larger, particularly at its inception.

OPERATION OF ADVISORY COMMITTEES

- **Meetings**

The advisory committee should have at least one meeting per academic year. A new advisory committee may require more frequent meetings. Prior to each meeting the Interior Design Director or Chairperson of the department will send each committee member a letter notifying them of the meeting.

- **Agenda**

A written agenda will be distributed in advance of the meeting and will be prepared by the interior design faculty.

In addition to such routine items as reviewing and approving the minutes of previous meetings, an agenda may include a discussion about the activities of

other programs, new courses, curriculum revision, job opportunities for graduates and remediation as well as other related subjects.

Advisory committee members are encouraged to submit additional agenda items.

- **Minutes of Meeting**

The following persons should receive meeting minutes:

Members of the committee
Interior Design faculty
Dean of the College.
Chairperson of the Department

- **Committee Recommendations**

Designated channels for transmitting advisory committee recommendations should be utilized consistently. Recommendations regarding curriculum development must be given particular attention in order to schedule curriculum development efforts.

The advisory committee should be apprised of all actions taken by the Interior Design department as a result of their efforts. If the department decides not to implement a committee recommendation, the committee should be informed.

- **Recognition of Member's Services**

Formal recognition of efforts and services of committee members is a salutary practice that can be effected in a variety of ways, some of which follow:

A certificate of appreciation from the college.
An annual event to show appreciation for the work of the advisory committee.

