

Utah Valley University
Advisory Committee

January 2016

Utah Valley University

Emergency Services

A.S. Fire Technology

Provides students with the technical training needed to complete certificate programs and/or the general education and technical training required to complete a two-year degree. Certificate programs focus on the specific technical training related to the occupation. AS Degree programs will prepare graduates to enter gainful employment in the fire industry. Our two-year degree program also prepares students to transfer to a four-year institution if desired.

Fire Academy

Provide an academic, behavioral, physical, and manipulative skills base to enable a student upon graduation to successfully compete for a Firefighter position and to complete a department's probationary requirements.

EMT

Prepares students with the skills necessary to provide emergency medical care with an ambulance service or other specialized service at the Basic Life Support (BLS) level. This course is approved by the Bureau of Emergency Medical Services (BEMS) in the state of Utah and the National Registry EMT Association (NREMT). Upon successful completion of the course and skills testing, the student will be eligible to sit for the written EMT-B certifying examination administered by the NREMT. The student, upon successfully completing the skills examination (included in the course) and the certifying examination (not included in the course), will be eligible for EMT-B National Registry Certification.

What is an Advisory Committee?

An advisory committee is a group of individuals selected by a department or program to advise the program regarding education needs and activities. Members are partners in progress and help us achieve our strategic goals. Collectively, a committee studies issues, advises, advocates, communicates, and makes recommendations regarding:

- The expansion, reduction or deletion of programs
- Program development plans and actions
- Program marketing
- Current and forecast employment needs
- Curriculum review
- Program needs

Advisory Committee members are chosen because of their interest in career and technical education, specialized knowledge and experience, and who represent business, industry, government and/or the military.

Our advisory committee maintains membership that reflects the following characteristics:

- Capability— have recent and successful experience in emergency response
- Availability— are willing to make a personal commitment to be available and actively involved in meetings and activities
- Character— are enthusiastic, responsible, civic-minded and able to work cooperatively with others
- Interest— care about the future of career, technical, and community education programs

What are the basic functions of an advisory committee?

An advisory committee assists with many activities that improve academic programs. Each committee develops its own program of work based on the needs of the program served. In developing its goals and activities for the year, a committee may address some or many of the elements listed below:

Curriculum

- Reviewing curriculum materials for content that is current and relevant to workforce/community needs and industry standards.
- Recommending technical resource personnel
- Assisting in the evaluation of programs including “best practice” recommendations

Program Evaluation

- Reviewing goals/objectives of the Fire Technology program
- Participating on program evaluation/review committees
- Reviewing Safety issues and policies as they relate to industry standards
- Identifying “Ideas for Action”

Recruitment and Student Support

- Assisting students in securing internships and/or eventual employment

Public Relations

- Promoting the Fire Technology program within the community
- Participating in award ceremonies and other program activities
- Recognizing outstanding students, educators, and administrators

Leadership Activities

- Gathering contributions of equipment/supplies for events and awards
- Designing skill and testing events
- Sponsoring recognized student activities and leadership events
- Gathering information on new legislation
- Communicating with legislators and gathering support for community and technical education needs

Development

- Assisting with the identification and procurement of funding sources for program development and enhancement

How does the committee operate?

Frequency– Advisory committees meet a minimum of once each semester. Since the frequency of the meetings is determined largely by the scope of the committee’s program of work, some committees may choose to meet more frequently.

Records– A designee should be appointed to take minutes of the meetings. Minutes should be maintained in the Fire Technology/Academy Office and should be distributed to committee members or other stakeholder within 30 days of a meeting, but no later than 30 days prior to the next meeting.

Agenda– The agenda should include minutes of the most recent committee meeting, standing or sub-committee reports as appropriate, and unfinished and new business.

Size– Generally, committees should include eight to fifteen members. Five is the minimum. The committee should not be too large. Program faculty should not be more than 20% of the total membership.

Quorum– a quorum shall be a simple majority of members.

Attendance– Members not attending or participating via distance of the scheduled meetings should be replaced to maintain a viable committee.

What is expected of a committee member?

A successful advisory committee is one that accomplishes its annual goals and objectives. Therefore, it is essential individuals accepting committee appointments are willing to attend meetings and participate in committee activities.

Responsibilities usually include:

- Meetings helping to determine the goals, objectives, agendas, calendar, and committee
- Attending and participating in meetings on a regular basis
- Serving in a leadership capacity (such as committee chair, vice chair, minute taker, etc.)
- Suggesting agenda items and developing those items prior to committee meeting dates
- Becoming familiar with the Utah Valley University and the ESA, ESEC, and ESMG courses.
- Abstaining from participation when a conflict of interest is possible, whether political or personal
- Members include: business and industry partner, faculty, students, part time faculty, and graduates

Ethics and Conflict of Interest

No member of the Advisory Committee shall have financial or other interests that would conflict with the discharge of their duties as members of the committee. This does not preclude instructors from serving on the Advisory Committee. If any item comes before the committee that would directly benefit the instructors then those people on the committee who are UVU instructors would be expected to abstain from voting on said terms.



