

# University of North Texas

## Department of Technical Communication Advisory Board

### ADVISORY BOARD CHARTER

- I. **Name:** This board is the UNT Department of Technical Communication Advisory Board.
- II. **Purpose:** The Technical Communication Department formed an advisory board consisting of business professionals representing multiple industries. The advisory board's purpose is to support the Technical Communication Department, including the chair, faculty, and students studying Professional and Technical Communication.

#### **Chair and faculty support:**

- a. Seek input and advice from outside academia to assist UNT's Department of Technical Communication to achieve the highest standards and reputation.
- b. Build relationships with employers from diverse industries across the country to increase awareness about the technical communication program and the quality of work of its students, as well as to identify their needs (as employers who hire this type of talent).
- c. Provide external advocacy.
- d. Keep chair and faculty aware of industry trends.
- e. Review course descriptions and curriculum.
- f. Identify gaps between course offerings and industry needs/expectations.
- g. Identify the type of skills/experiences students need to gain during their academic experience and employers expectations of new graduates.
- h. Set up events on campus, provide resources such as, guest speakers, donate equipment or software, etc.

#### **Student support:**

- i. Provide graduate and intern placement opportunities for students.
  - j. Identify ways to prepare students for their transition from the academic environment to their professional careers
    - i. Create opportunities for students to gain experiences collaborating with business professionals, articulating their skills, showcasing their work, and articulating how their academic experience transfers to the professional world.
    - ii. Review portfolios, resumes and give mock interviews.
- III. **Expectations:** The Chair, faculty, and industry members will respectfully collaborate. Each Advisory Board member agrees to support the Department by:
    - a. Participating in meetings
    - b. Volunteering efforts that support the Board, encourage students, and improve the Department
    - c. Promoting the technical communication program within the business community

The Board serves in an advisory capacity. While the Board is expected to make recommendations and provide input, it cannot make decisions for the department.

- IV. **Membership:** The Advisory Board membership is appointed by the Department Chair. The advisory board should represent a diverse group of members from several industries, locations, and professional levels
- a. Current Board members may suggest an individual's name for membership; however, suggestions must be approved by the Department Chair.
  - b. Board membership is a volunteer role.
  - c. Board members must commit to at least a two year appointment.
- V. **Meetings:**
- a. The Advisory Board meeting occurs at least once a semester.
  - b. Meetings will follow Robert's Rules of Order.
  - c. At least two face to face meetings are held each year.
  - d. Meeting attendees include the Department Chair, Faculty Members and the Advisory Board members. Occasionally, students or guests are invited to attend the meeting.
  - e. The Chair ensures a meeting agenda, location, and other relevant materials are sent out to members and other meeting participants at least three days prior to the meeting.
  - f. The Chair and Board discuss the status of Department plans, suggest improvement opportunities, identify tasks, and volunteer efforts.
  - g. Meeting notes are sent to the Board members within one week after the meeting.
- VI. **Amendments:** Board Members may propose charter amendments. A two-thirds majority vote of all Board Members is required for a charter amendment to be adopted.
- VII. **Adoption:** This charter requires a two-thirds majority vote of all Board Members to be adopted. Once the charter is adopted, its contents take effect immediately.

Approved: May 24, 2017

## MISSION STATEMENT

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### ADVISORY BOARD'S MISSION

The Advisory Board is committed to working closely with the Technical Communication Department to prepare students for success in their professional careers. This collaboration includes reviewing curriculum, creating opportunities for students to collaborate with business professionals, and helping students transition from an academic environment to a professional environment. Through these efforts, the Advisory Board encourages student success, which helps students showcase their skills and articulate how they add value.

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#### UNT'S MISSION

UNT is a major public research university deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of the world. This is accomplished through a broad and balanced array of programs where well-prepared students and dedicated scholars and artists collaborate with our local and global communities in the creation, integration, application, and dissemination of knowledge. In this way, UNT creates an enriched and sustainable future for our students, state, nation and world.

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#### UNT'S VISION

As the most comprehensive public research university providing a top quality education in one of the nation's largest, most dynamic regions, UNT will be celebrated for its academics, arts and athletics. UNT will be a diverse and inclusive institution creating knowledge and innovations that will shape the future, while cultivating excellence in the next generation of scholars and leaders for the global community.