

JORDAN STUDENT SUCCESS

Creating Advisory Boards for Online Programs

Dr Amy Dore
Health Professions

It is common for accreditation and certification processes to require community and industry feedback on academic programs. As the Department of Health Professions continues to grow, we split the Department into two divisions – Management and Whole Health. This meant the need to create two separate advisory boards. This Peer Associate project focused on establishing an advisory board for the Management division – a division in which all programs are offered online. What would this mean for our department and the advisory board?



Professional and Alumni Linkages	
Criteria	Review Elements
16. The program must have a committed community advisory board that meets at least once per year.	<ul style="list-style-type: none"> Advisory boards may consist of part-time faculty, adjunct faculty, community practitioners, alumni, current students, etc. Does the program have a committed community advisory board? How does it function? Does it meet at least once per year and include at least one alumni and one student?

II.A.4 The Program will involve students, alumni, and practitioners in appropriate areas of Program decision-making and evaluation.

INTERPRETATION

Student, alumni and practitioner involvement in such areas as evaluation of courses, instructors, curriculum, career and academic advising, decisions on student recruitment and admission and selection of new faculty is critical to ensuring the ongoing relevance of the Program to the changing needs of the profession, and will be evaluated in the context of overall University policy.

Successful Programs have used these stakeholders creatively to demonstrate currency and relevancy of their Programs. Some examples include: Advisory Groups, Executive in Residence Programs, Annual Program Retreats, students serving on Program related committees, and Strategic Planning sessions.

REQUIRED

1. Describe how students, alumni and practitioners were involved in appropriate areas of Program decision-making and evaluation (including the frequency of involvement).
2. Provide substantiating documentation, such as meeting minutes, survey results, etc., that will be available for review by the site visit team.



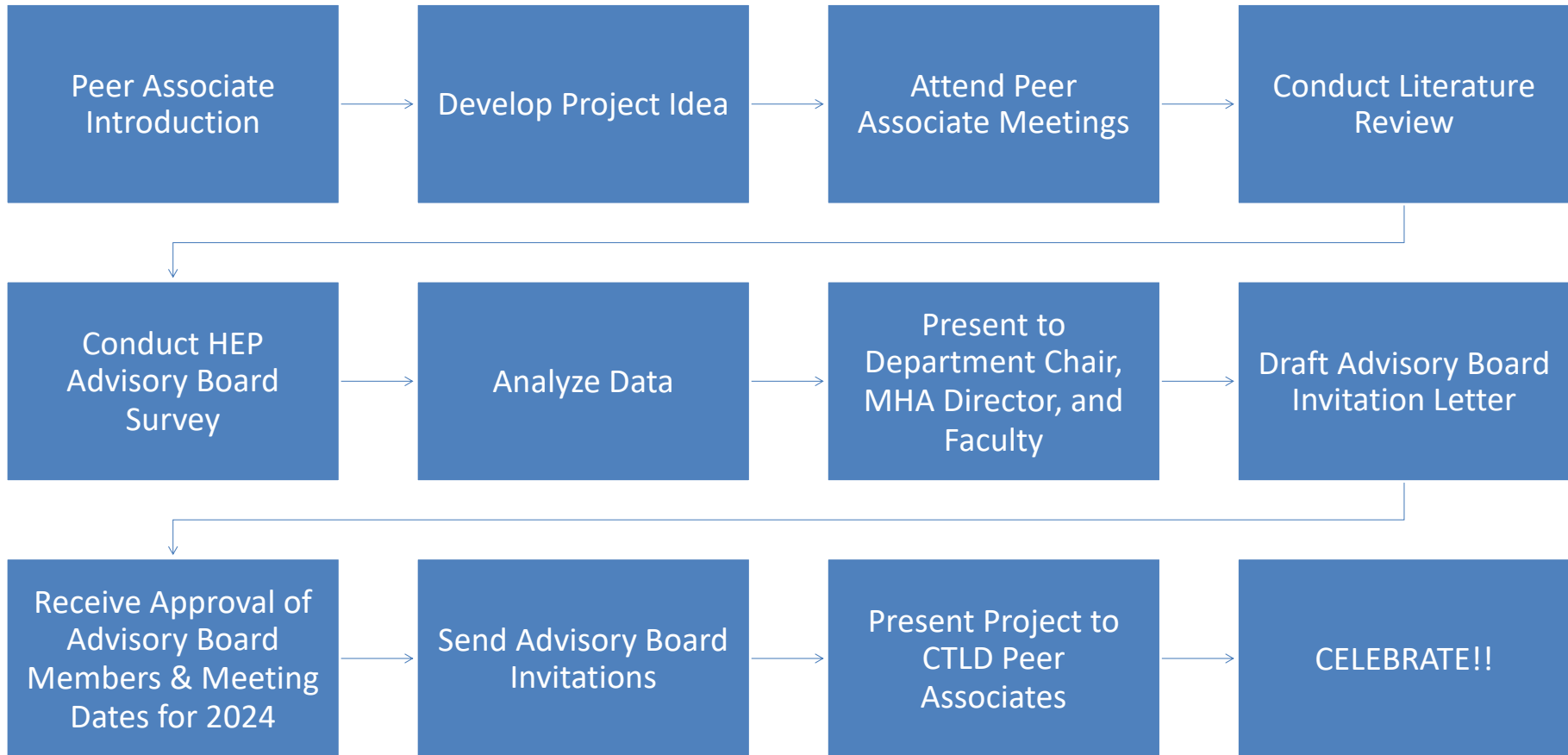
Roles of Academic Advisory Boards

- 1 Expertise and Guidance**
- 2 Curriculum Development**
- 3 Quality Assurance**
- 4 Networking and Partnerships**
- 5 Diversity of Perspectives**
- 6 Adaptation to Change**
- 7 Student Success**
- 8 External Accountability**
- 9 Stakeholder Engagement**
- 10 Innovation**

SURVEY QUESTIONS:

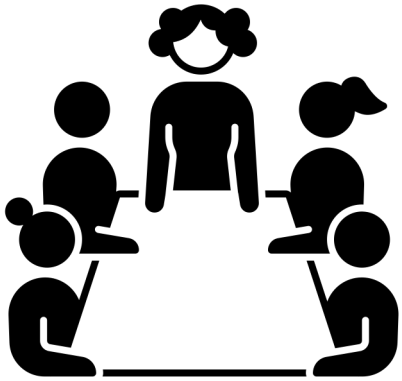
1. Experience with Advisory Boards: In your experience, what makes a good advisory board?
2. Advisory Board Composition: How many members, in your opinion, are required to create an inclusive advisory board? (Please specify a number).
3. What should our Advisory Board composition look like? (Pick all that apply): Faculty, Industry Leaders, Alumni, Vendors, Other
4. Meeting Format: Should advisory board meetings be virtual, in-person, or a mixture of both?
5. Suggestions:
 - Do you have suggestions for advisory board members?
 - What would make them a good advisory board member?
6. This will be a voluntary (unpaid) advisory board. Please provide suggestions or personal experiences on how we can thank advisory boards and show appreciation.
7. Is there any other information or insights you would like to share regarding advisory boards in healthcare management?
8. Demographic Information (Note: I will use this information to help make introductions should we utilize one of your advisory board member recommendations).

PROJECT PROCESS:



Q2 - Advisory Board Composition: How many members, in your opinion, are required to create an inclusive advisory board? (Please specify a number).





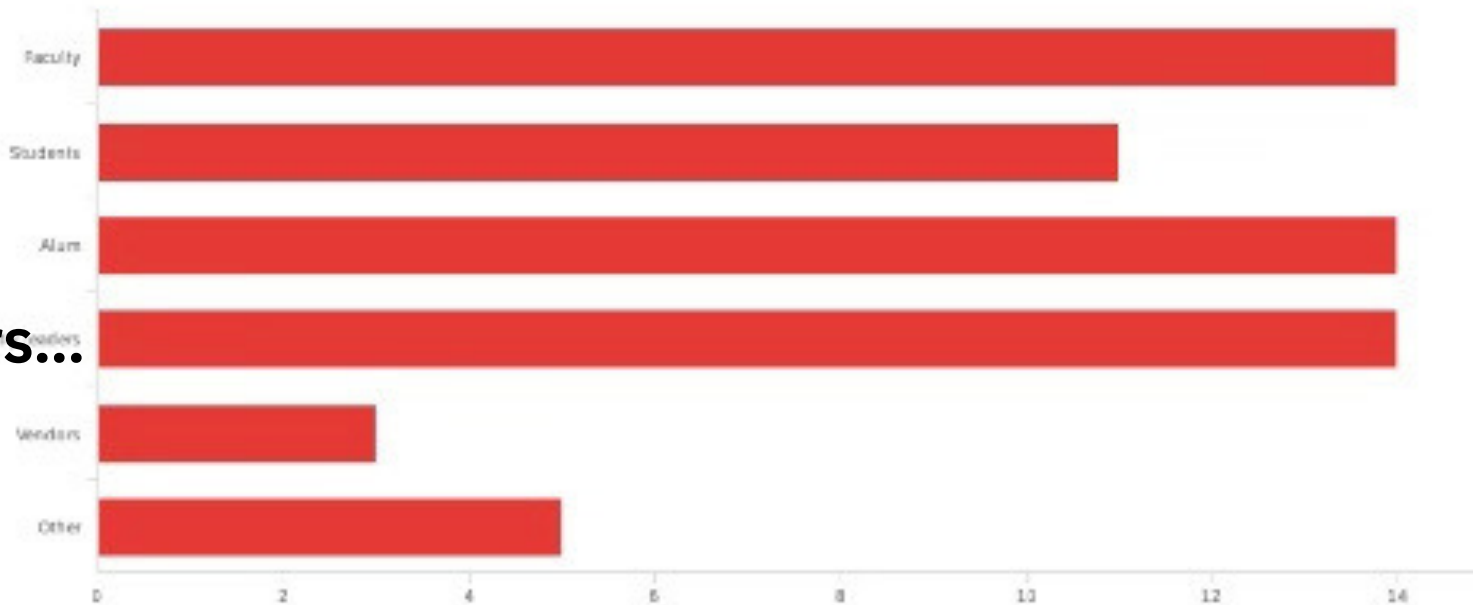
Default Report

HCM/HCPS/HCIS/MHA "robot" of an advisory board

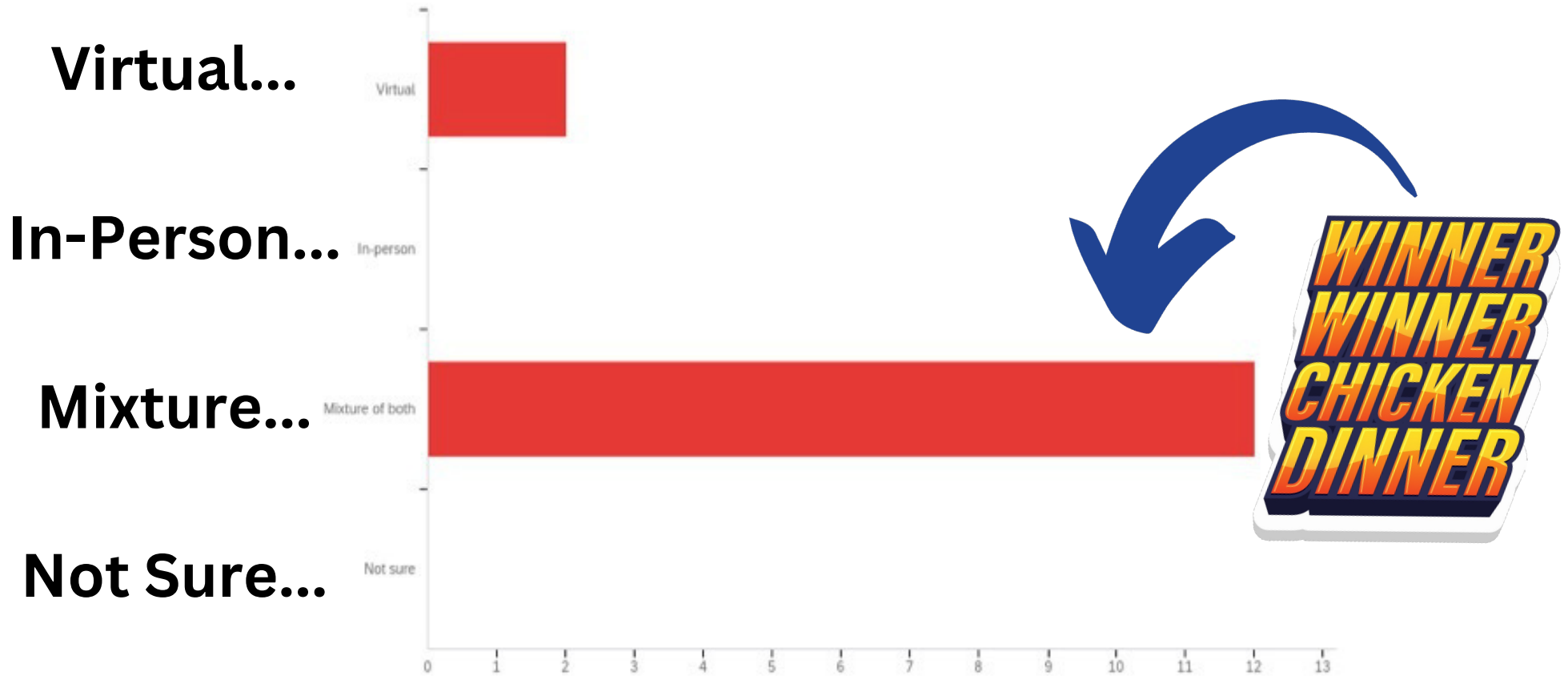
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Q3 - What should our Advisory Board composition look like? (Pick all that apply)

- Faculty...
- Students...
- Alumni...
- Industry Leaders...
- Vendors...
- Others...



Q4 - Meeting Format: Should advisory board meetings be virtual, in-person, or a mixture of both?



Q6 - This will be voluntary (unpaid) advisory board. Please provide suggestions or personal experiences on how we can thank advisory boards and show appreciation.

Shout outs on social media, letters of recommendation, LinkedIn recommendations, Amazon gift cards

As a teaching institution, keeping them informed about research findings and best practices. I would also ask them directly what they hope to gain as part of their interview/ vetting process.

Communication, decision making roles, and involved in planning. If in person, food is always nice!

Highlight the organization where they work on social media. Invite them to special events (i.e., research symposium, Capstone presentations, and University supported events for students).

We can always look at nominal things such as gift cards, department swag, ensure we are paying for parking, etc.

provide drinks/meals at meetings; recognition (email, thank you notes)

Dinners



Continued...

Create a **structure** and **role** that they can clearly describe in their professional documentation (i.e. Resume/CVs)

Public recognition or send gratitude cards

Branded gifts, invites to events like hooding & pinning, recognition on our webpage

Connect with the mission, keep the **tasks light**, the **meetings fun**, have them **participate with students**, and occasionally spend money to celebrate accomplishments

donate to our scholarship programs

Letters of gratitude or personal phone/zoom calls.

Q7 - Is there any other information or insights you would like to share regarding advisory boards in healthcare management?

A diverse group from all sectors would be valuable.

Attend to the mix as I anticipate there are business people and practitioners who speak very different language. Ensure that there is a clear mission and clear guiderails for what their role is relative to the goals of the advisory board. They will also evolve over time, so if this is a rejuvenation of a previous board, that will create "buzz" for this new endeavor.

ensure that meetings are run with specific agenda-and also ensure the meetings have a purpose. When I on advisory board-I was giving precious time and advice-make sure we do not take advantage of that and ensure meetings are specific and professionally run. People in industry have a different mindset on meeting agendas from academe.

Yes, there was not a spot for this above, but meetings will at the very least need to be a mix of virtual and in-person. Every f2f will need an option to attend virtually. We need to be cognizant of the time we live in and individual's other commitments.

Make sure members can connect with staff; not coming up with 'great suggestions' that aren't realistic or coming up with suggestions and constantly changing and refining them - which negatively impacts people 'in the field'

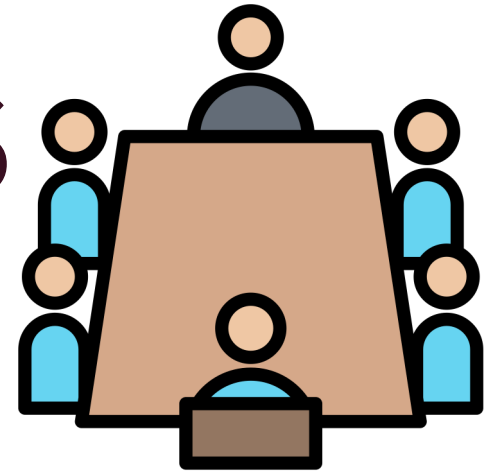
The Advisory Board may provide the healthcare management program with advice and helps the program with innovative and strategic goals.

More of my hope.. I hope that we make this more formal. Board bylaws, application process, term limits, and set meetings (at least a couple per year). Would love to have them listed on our website.



To Apply or Invite?
That is the question.

Bylaws



Business/Industry Members

How long will a member serve?

Common Criteria: The suggested maximum term for members is three years.

Can members serve successive terms?

Common Criteria: If a committee has a three year term, it is recommended that members not be appointed to successive terms and that at least a one-year absence be considered before reappointment.

Will all members start their terms at the same time (ie, all expire at the same year)?

Common Criteria: A rotational, three-year term of service allows for both continuity and change. One third of the total membership would change each year. New members should be appointed as terms expire.

Chairperson

How long will an officer serve?

Common Criteria: The suggested term of office for the chair is one or two years.

Can officers serve successive terms?

Common Criteria: The chair should be allowed to serve more than one term.

CHAIRPERSON

The Chairperson (working with the educational department chair) can:

- * preside at meetings
- * call meetings
- * appoint necessary subcommittees &
- * represent the advisory committee in other groups

The Chair will create and maintain a cohesive, effective group and create and create an environment that is conducive to positive committee action.

SECRETARY

The Secretary oversees the administrative functions of the committee. The Secretary could be a representative from business/industry.

STAFF SUPPORT

Many times, this is provided by the department in which the CTE program resides.

Next Steps

