

Bakersfield College
1801 Panorama Dr.
Bakersfield, CA 93305
661/395-4211
December 9, 2016

Bakersfield College, Baccalaureate Degree in Industrial Automation Advisory Committee Bylaws

Mission Statement:

The mission of the Bachelors of Science in Industrial Automation Advisory Committee is to serve as a bridge between the Industrial Automation program and industry. The Advisory Committee acts in a support capacity to the faculty and students of the Industrial Automation program at Bakersfield College.

Purpose:

Advisory Committee activities are to provide advice in the development of curriculum to ensure the most relevant and employable graduates possible. Committee members will participate in duties and responsibilities in these areas:

- To create and support a safe educational environment and culture of safety on and off campus.
- To identify attributes and characteristics needed by graduates in the technical/automation business world.
- To support the Industrial Automation curriculum with suggested senior projects, facility tours and guest speaking engagements.
- To support the Industrial Automation program through equipment donations.
- To initiate and implement fundraising strategies that support current and future academic programs and laboratory facilities as approved and defined by Bakersfield College.
- To develop a close relationship with the Industrial Automation faculty for exploring and initiating joint industry-academic research and creative works.

Membership:

Committee members can include alumni, associates and friends of Industrial Automation (INDA) disciplines. They are selected from among professional leaders of business, industry, government and education. Recent alumni with a minimum five years of working experience can be nominated.

The Advisory Committee members will comprise three essential ingredients: their personal abilities and influence; their companies' prestige, experience, and resources; and their regular participation. In addition, Industrial Automation Department faculty and the dean of student learning responsible for the baccalaureate degree will continually serve on the committee. All tenured, tenure-track and adjunct Electronics and Automation faculty may serve on the committee.

Any Advisory Committee member can recommend potential committee members to the Dean. The Dean is responsible for evaluating and accepting memberships. Once a new member has been invited by the Dean and has accepted the responsibilities of a member, the President of Bakersfield College will respond with a letter of acknowledgement to the new member.

The membership of an Advisory Committee member will be renewed every three years by the dean of instruction at the beginning of the fall semester. Members who do not attend one meeting per year may be removed. The committee will select an Advisory Committee Chair annually by majority vote.

All Advisory Committee members are required to recognize the parameters of the BS Industrial Automation program within the Kern Community College District (KCCD) system. Committee members are required to avoid participation in the following areas:

- Independent reporting of negative reports to the College President or KCCD levels without approval of the INDA faculty.
- Involvement in partisan political issues.
- Evaluation of teaching and support staff.
- Independent evaluation of students.
- Use of Bakersfield College or KCCD identity for self-promotion or profit.

Meetings:

Advisory Committee meetings shall be called by the INDA faculty at least once per year with special meetings called on an as-needed basis.

Advisory Committee Focus Areas:

To meet the needs of the INDA program, focus areas and functional components have been created as follows:

Curriculum:

Providing an employer's view relating to current and relevant curriculum is important. Curriculum requirements for general education, technical core, and specialization courses within the INDA program need frequent review by the Advisory Committee. The primary goal will involve identifying the skill sets needed by graduates and revising these competencies as required.

Resource Development:

The Resource Development function will assist the INDA program in obtaining external financial support for state-of-the-art laboratory facilities, new equipment, instructional supplies and other needs through approved funding channels. Assignments might include the analysis of current fundraising options, initiation of short and long term funding searches, identifying private donors and or sponsorships as needed.

Public Relations:

The Public Relations function will initially involve the creation of a short statement of what Industrial Automation is (as would appear on a bumper sticker) as the basis for future promotions, advertising and marketing. Over time, this area promotes the INDA program's students and services to the business and industrial communities. Public Relations efforts initiated by the Advisory Committee will be approved by the Director of the Bakersfield College Marketing and Public Relations department.

Safety Culture:

A Culture of Safety will be developed within the INDA program that transcends the classroom and campus. This Board function involves the review and recommendations of current Safe Work practices and the implementation of a Safe Work Culture.