

Executive Advisory Board on Curriculum –

Proposed Membership Responsibilities/Expectations and Structure

The EABC is currently comprised of 20 (or more at the discretion of the faculty) members, all business community volunteers, who represent various industries and who have a vested interest in the Carlson School MIS program. The board should be made up of a mix of males and females, recent and distant graduates, and Carlson and non-Carlson graduates. Carlson School faculty shall appoint the EABC members with the assistance of existing board members to recruit candidates. Current EABC members will be grandfathered in assuming they want to continue their affiliation.

Board Member Responsibilities

1. Board members serve terms of **four years** and may serve consecutive terms.
2. Board members are expected to attend at least **3** board meetings annually.
3. Board members are expected to participate in at least one committee, actively participate in the committee meetings, and take on specific leadership responsibilities related to their committee
4. Board members should volunteer for **1-2** school programs in a particular year (class room visits, participation in case competitions, etc.)
5. Board members should be advocates for University, Carlson School and the MIS program.

Faculty Responsibilities

1. Carlson School faculty shall appoint the EABC members with the assistance of existing board members to recruit candidates.
2. Present Curriculum updates to the board at 2 meetings per year
 - a. Updates should include recommended changes to the curriculum (courses and programs), metrics on registration numbers, placement numbers (percent and number of majors getting a job in their field at the end of their studies) and Carlson School's standing in program ratings
 - b. Send the meeting materials 2 weeks in advance of scheduled board meeting
3. Provide schedule of events where EABC participation is desired
 - a. Provide at first meeting of the year
 - b. Communicate Ad Hoc needs via email or at board meetings as needed throughout the year
4. Confirm the EABC Mission

Proposed EABC Structure

1. EABC meetings to be held 4 times per year (October, December, February, April)
 - a. 2 Meetings include curriculum updates
 - b. 2 meetings include technology/industry/employment trends
2. Officers and Terms of office
 - a. Chair, Vice-Chair and Secretary are for 2 year terms
 - b. People can hold the same elected office for two consecutive terms
 - c. Elections will be held at the October meeting in even numbered years or when there is a vacancy
3. Committees will meet between scheduled board meetings and report progress at board meetings
4. An Annual Social event will be held in September of each year
 - i. Includes EABC Members, Faculty and Student Leaders
 - ii. Very Informal gathering where everyone pays their own way

Proposed Committees

1. Leadership Committee –
 - a. Lead by EABC Chair
 - b. Other members include the
 - i. EABC Vice Chair
 - ii. EABC Secretary
 - iii. EABC Committee Chairs
 - c. Annually review and confirm the Mission (done with the IDSC Department Chair)
 - d. Set annual EABC work plan
 - e. Set annual meeting dates
 - f. Set the quarterly meeting agendas
 - g. Oversee the other committees
 - h. Plan annual social event

2. CoMIS Case Competition Committee
 - a. Provide business community view points to the student board
 - b. Recruit volunteers to help with the Case Competition
3. Special Interest Committees as needed

Benefits to serving on the EABC

1. Helps ensure the availability of high quality IT talent through a robust curriculum
2. Members have direct access to student leadership
3. Those companies with a member on the EABC would have the first opportunity to sign up to participate in the Carlson Schools Job Fair
4. Increases personal and organizational networking

Next Steps

1. Present the proposed EABC Structure and Membership Expectations to the EABC for review and approval at the April 23rd EABC meeting.
2. Over the summer the current leadership team (this committee and Mike) will
 - a. Work with Alok on
 - i. overall goals and objectives for next year
 - ii. confirm current EABC members
 - iii. identify and contact potential new member (with input from current EABC members)
 - iv. identify EABC committees
 - b. Set date for the September Social Event and the October meeting
 - c. Set tentative dates for the December, February and April meetings
 - d. Plan the September Social Event
 - e. Start the work plan for next year
 - f. Set Agenda for the October Meeting
3. Host September Social Event
4. At the October EABC Meeting the entire group will:
 - a. Hold Elections (chair, vice-chair and secretary)
 - b. Choose individual committee assignments
 - c. Go through the Agenda and take appropriate follow-up actions

Respectfully submitted:

Kate Siegrist
Patrick Davitt
Mary Texer