




University of Wisconsin Oshkosh
Division of Online and Continuing Education
Fire and Emergency Response Management Program
&
Department of Public Administration
Master of Public Administration Program with Fire and Emergency
Administration and Management Emphasis

Advisory Manual



Table of Contents

Advisory Committee Policies & Procedures	Policy Number
Mission and Guiding Principles.	1
Role of the Committee.	2
Selection of Members.	3
Meetings.	4
Responsibilities of the Chair/Secretary.....	5
Activities of the Committee.	6
Intellectual Property.....	7
Ethics and Conflict of Interest	8
Appendix A: Signature Page.....	
Appendix B: Renewal Notice.....	





Title: Mission and Guiding Principles

Policy No: 1

I. Mission Statement


The purpose of the Advisory Committee is to advise, review and recommend changes to current curriculum to maintain the status of present and future academic areas of study within the Fire Service.

II. Vision Statement

The Advisory Committee will provide advice and support for the Fire and Emergency Response Management program and the Master of Public Administration (MPA) program with Fire and Emergency Administration and Management emphasis at the University of Wisconsin Oshkosh, with the goal of providing high quality, cost effective, customized education and training, along with personalized assistance, in order to provide access to higher education for lifelong learners.

III. Operating Philosophy

The members of the Advisory Committee are committed to showing respect, courtesy and support in our interactions with each other and with all our clientele. This includes: punctuality, active engagement and listening, meaningful participation, embracing diversity and offering to help whenever appropriate.





Title: Role of the Committee

Policy No: 2

I. Purpose


To define the role of the Advisory Committee.

II. Scope

This policy applies to all members of the advisory committee.

III. Policy

The Advisory committee serves three major roles:

- A. To advise—members assess specific areas of the Fire and Emergency Response Management program and the MPA program with Fire and Emergency Administration and Management emphasis make suggestions and recommendations for improvement in curriculum and forwarding names of potential instructors.
 - B. To assist—members will assist in/help instructors or administrators carry out specific activities
 - a. such as course projects or serving as a member of the scholarship committee, etc.
 - C. To support and advocate—promote the Fire and Emergency Response Management program and the MPA program with Fire and Emergency Administration and Management emphasis through professional associations, meetings, career events and written articles.
- 

Title: Selection of Members

Policy No: 3

I. Purpose

To provide a cross-section representation of the Fire Emergency Response Service departments within the state of Wisconsin.

II. Policy

The Program Manager and Director of Online Degree and Certificate Programs in the Online and Continuing Education Division will invite members to serve on the Advisory Committee based on the following criteria, with a goal of providing a cross-section of representation across the Wisconsin Fire and Emergency Response Service community:

- a. Type of department (paid on call, career, volunteer)
 - b. Area of expertise (Fire, EMS, EM)
 - c. Size of population served by fire department
2. In addition, individuals in the following roles will be invited to serve on the committee:
- a. One or more graduates or enrolled students in the undergraduate and graduate programs, based on solicited recommendations from program advisors and instructors
 - b. President of the Wisconsin State Fire Chiefs Association
 - c. Department Chair(s)/Division Director(s), Instructors, or Faculty Advisors of the respective undergraduate/graduate programs
 - d. Administrator of the Paramedic Technician, Fire Protection
 - e. Technician and Wildland Firefighter programs of Fox Valley Technical College
 - f. Member(s) of Wisconsin Emergency Management

III. Terms of Service

Members may serve until no longer willing or available, have completed their term as a president, or no longer enrolled as a student in the program, or no longer employed by the department/college/city.

I. Purpose

To provide a schedule for regular meetings and attendance.

II. Policy

Attendance is expected at all committee meetings. Meetings will be scheduled to meet the needs of most committee members. Meetings will be held once per semester. Officers will be selected and will serve a four semester (two academic years) term, to begin their term in the Fall.

III. Procedure

The following officer will be elected in the Spring semester of the odd year (2015, 2017, etc.)

1. Chair

Members will be asked for nominations/self-nominations and will be elected through private ballot at the Spring semester meeting.



Title: Responsibilities of Chair

Policy No: 5

I. Purpose


To provide members with the responsibilities associated with the position of the Chair.

II. Policy

The elected member will fulfill the requirements of the elected position as stated below.

III. Procedure

The Chair will be responsible for:

- a. setting the agenda with the assistance of the program manager
 - b. presiding over and conducting the meetings
 - c. delegating duties as needed
 - d. representing the committee at official meetings/functions
 - e. preparing recommendations/reports as needed
- 

I. Purpose

To define the types of activities in which the committee members may wish to participate.

II. Policy

Beyond their normal advisory role, committee members may wish to engage in additional activities on a voluntary basis. Suggestions, recommendations and requests for participation in such activities may be initiated by the Program Manager, the Committee Chair, or any member of the committee.

III. Types of Activities

These could include (but are not necessarily limited to) any activities related to:

- a. Community relations
- b. Curriculum review and recommendations
- c. Program review (internal & external)
- d. Recruitment of students and instructors
- e. Retention of students
- f. Marketing
- g. Accreditation

I. Purpose

To provide members with the responsibilities associated with being a member of a university committee.

II. Policy

The University of Wisconsin Oshkosh does not contract with or otherwise require its employees to produce inventions, and, thus, does not claim proprietary rights in employee inventions, except for the continuing right to use such inventions in its education and research mission. In the absence of contractual provisions obligating the transfer of all or some proprietary rights to the invention to a third party, employees who make inventions have complete ownership and control of any resulting patents. UW System policies and procedures governing patents are contained in General Administrative Policy Paper (GAPP34). To ensure such sponsor rights, employees and others who participate in extramural programs must sign a patent agreement. The Office of Sponsored Programs at UW Oshkosh will supply the form and maintain the agreement on file.

III. Procedure

No agreement shall be entered with any extramural sponsor that prohibits the right of a University employee to publish the results of the project. The University and its employees have an obligation to ensure that project results are made known to the general public.

For further information regarding intellectual property refer to the following website:
<http://www.uwosh.edu/grants/support/responsibilities-compliance/copyrights-patents>



Title: Ethics and Conflict of Interest

Policy No: 8

IV. Purpose

To provide members with the responsibilities associated with being a member of a university committee.

V. Policy

No member of the Advisory Committee should 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 any member, then those members on the committee are expected to abstain from voting on said items.

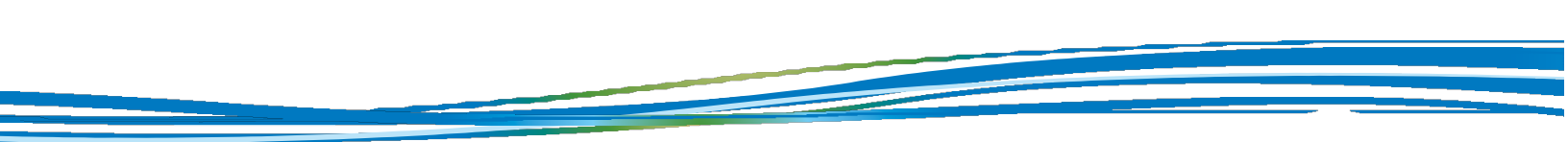
VI. Procedure

No agreement shall be entered with any extramural sponsor that prohibits the right of a University employee to publish the results of the project. The University and its employees have an obligation to ensure that project results are made known to the general public.

For further information regarding conflict of interest refer to the following website:

<https://www.uwosh.edu/provost/accountability/Chapter%20UWS%208%20code%20of%20Ethics%203-22-10.pdf/view>





Appendix A

I have read and reviewed the Advisory Committee Policy & Procedure manual. I will abide by this policy manual.

Committee Member Signature

Date



Appendix B

Date

Dear Advisory Committee Member:

At this time, we are confirming and re-establishing our membership for the Fire and Emergency Response Management Advisory Committee for the 2019-2020 academic year. We are also verifying contact information in order to keep our records up-to-date. Please complete this form and return it to me (brunc@uwosh.edu) by _____.

Your Information

First & Last Name				
Professional Job Title				
Company Name				
Address (street, city, state, zip)				
Phone		Email		
Check the box that best fits you	<input type="checkbox"/>	Employee (with hiring authority)	<input type="checkbox"/>	Employee (individual performing the work/tasks)
Check one of the following boxes	<input type="checkbox"/>	<i>Yes, I wish to continue</i>	<input type="checkbox"/>	<i>No, I wish to resign</i>

The active participation of our advisory committee members is critical to the overall success of our occupational programs. If you are unable to continue this commitment, we would be receptive to recommendations you have for other members from your organization or your industry/profession.

Recommendations for Replacement

First & Last Name	
Professional Job Title	
Email	
Phone	

Your continued support of the Fire and Emergency Response Management programming is most appreciated.

Sincerely,



Cynthia Brun, MS
Outreach Program Manager