



# INTERIOR DESIGN ADVISORY BOARD

## AGENDA

**LOCATION:** ZOOM  
**DATE:** 9.21.23  
**TIME:** 12:00 PM

### I. WELCOME

- a) The School of Human Sciences Interior Design External Advisory Board at Stephen F. Austin State University was established on the premise that excellence can be advanced by the active involvement of knowledgeable business and construction professionals interested in the future of the Interior Design Program at SFASU.
- b) The IDAB (Interior Design Advisory Board) advances the mission of the Interior Design program "is to prepare high quality graduates for supervised practice leading to eligibility for the NCIDQ credentialing exam to become registered interior designers" by engaging external members in operational and strategic initiatives that will ensure the appropriate direction of the program to meet future needs of the industry.

### II. INTRODUCTIONS

- a) Jennifer Luque- SFASU INDS Program Coordinator
- b) Sally Ann Swearingen- SFASU Associate Professor
- c) Dr. Nathaniel Walker- SFASU Assistant Professor
- d) Cody Johnson
- e) Anna Jordan
- f) Stephanie Fallon
- g) Catherine Bellshaw
- h) Laura Umansky
- i) Heidi Breeding
- j) Jennifer Johns
- k) Jasmine Benton
- l) Lee Crowder
- m) Laura Culpepper

- n) Army Curtis
- o) Susan Hardesty
- p) Amy Still
- q) Krystal Lucero
- r) Connie LeFevre

### **III. GOALS**

- a) Short-Term
  - i) Student engagement
  - ii) Local Involvement
  - iii) Career Fairs
  - iv) Consultant Collaboration
  - v) CEUs
  - vi) Internships
  - vii) Guest Speakers
  - viii) Field Trips
- b) Long-Term
  - i) Increase Membership
  - ii) Plans for Excellence Account
    - (1) Scholarships
    - (2) Events
    - (3) Program Needs

#### IV. OPEN EXECUTIVE BOARD POSITIONS

- a) **PRESIDENT:** Responsible for meetings and agenda, Liaison with 1/3 of committee chairs, correspond with Coordinator of INDS program, review of responsibilities of all committees and make recommendations. Recruit new members.
- b) **VICE PRESIDENT:** Resign when president cannot attend, Liaison of 1/3 of Committee Chairs, attend all meetings to learn duties, work with publicity and oversee IDEB website. Recruit new members.
- c) **TREASURER:** Provide reports at all board meetings, Work with Foundation to assure money is being distributed correctly, and invoices and donations are recorded.
- d) **SECRETARY:** Take notes at all meetings and post. Keep information on membership and keep updated. Send out announcements to board.

#### V. COMMITTEES

- a) **FINANCE & GOVERNANCE** | It is the responsibility of this committee to provide an analysis of the expenditures of the previous fiscal period, prepare a budget for the succeeding fiscal year and make recommendations to the Board of Directors for updating the current budget.
- b) **STUDENT ENHANCEMENT** | It is the responsibility of this committee to focus on student development beyond the classroom and to assist the faculty in recruiting the best possible students through scholarships and cooperative work programs.
  - Maximize Experience
  - Student Exposure
  - Career Services
  - Mentor Program
  - Guest Lecture Program
    - I.e.: Residential Design, Commercial Design, Materials, Furniture, Lighting, CEUs
- c) **CURRICULUM & ACCREDITATION** | It is the responsibility of this committee to ensure that the education program is excellent in all phases possible.
  - Conduct Student Surveys
  - Review Curriculum Content
  - Accreditation Assistance
- d) **MEMBERSHIP & FUNDRAISING** | It is the responsibility of this committee to recruit members for the council and raise funds.
  - Membership Retention
  - Recruit New Members
  - Donation Assistance
  - Event Management and Coordination
- e) **DEPARTMENT ENHANCEMENT** | It is the responsibility of this committee to maintain an open dialogue with the faculty and to assist the department in the recruitment of new faculty and other needs of the department.
  - Maintain Open Dialogue with Faculty
  - Recruit New Faculty
  - Construction Facility Plans
  - Equipment for the Classroom

f) **PUBLICITY & PROMOTION** | It is the responsibility of this committee to create awareness of the council and to promote its activities in support of the INDS Program.

- Content Assistance
- Inform Members
- Council Awareness
- Creates & Maintains Social Media Accounts

g) **STEWARDSHIP & ACCOUNTABILITY** | It is the responsibility of this committee to review the Interior Design Program's proposed use of funds donated through the IDEB, advise the program on the use of these funds, ensure the funds are used solely for the benefit of the program while providing long-term accountability to the Board.

- Reviews Proposed Use of Funds
- Advise on Use of Funds
- Ensure Funds are Used for the Benefit of the INDS Program

**HOUSTON AD-HOC** | It is the responsibility of this committee to collaborate among their geographic area membership to support committees and initiatives of IDAC.

**DALLAS AD-HOC** | It is the responsibility of this committee to collaborate among their geographic area membership to support committees and initiatives of IDAC.

**CENTRAL TEXAS AD-HOC** | It is the responsibility of this committee to collaborate among their geographic area membership to support committees and initiatives of IDAC.

## **VI. NEW BUSINESS**

- a) Meeting dates and times (Zoom and in-person)
- b) Teams Folder
- c) Board Fees
- d) Shirt Sizes

## **VII. ADJOURNMENT**