

Policy Procedures

Effective Date: 2021-07-01
Policy Reference: Policy 8110

Program Advisory Committee

A. Procedures:

1. Membership

Membership in Program Advisory Committees will normally be selected from outside the College community and will generally be drawn from, but not restricted to, the following groups:

- a) Employer representatives, where applicable;
- b) Practitioners of the trade or profession for which the College program in question is drawing students, where applicable;
- c) Representatives of appropriate trade and professional associations, where applicable;
- d) Representatives of transfer and receiving program partners, where applicable;
- e) Representatives of provincial advisory committees, where applicable;
- f) Other community representatives, Indigenous Agencies and Indigenous organizations who may broaden the range of advice; and
- g) Where feasible, up to two graduates of the program in question who have relevant work and/or further education experience.

2. Selection

Committee members can be recommended by the School Chair, faculty, Dean, or Manager. Selection will be confirmed by the School Chair, and Dean or Manager the names will be forwarded to the President or designate. Committee members can suggest alternates for a meeting with approval of the School Chair and Dean or Manager.

3. Terms of Reference

- a) To advise the College of initial employee learning outcomes and competencies required by industry;
- b) To suggest revisions to the course of studies so that the graduates may be more employable;
- c) To recommend or align appropriate vocational, technical or professional standards for the program;
- d) To advise the College on equipment for laboratories, studios, shops and other learning resources;
- e) To assist the College in promoting the programs and in placing the graduates;
- f) To project and advise on the needs of the labour market in the appropriate program area;
- g) To advise the College of relevant upgrading, post-basic, or in-service training required in the program area;
- h) To act, in general, as a liaison between the College and the relevant business, industry or profession; and
- i) In the case of transfer programs, to also advise the College on transfer preparedness, options to increase/sustain transfer credit and relevant emerging needs.

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4. Terms of Office

All members of Program Advisory Committees are appointed by the President or designate in consultation with the School Chair and Dean or Manager and serve for a term of two years with the possibility of reappointment. Terms of such appointments typically run from August 1 to July 31. The School Chair, and Dean or Manager can re-appoint for a further two-year term. In cases where a vacancy occurs, the President or designate may appoint an interim member to complete the balance of the term in question.

All members of Program Advisory Committees will receive letters of appointment from the President or designate at the commencement of their terms of office. These letters will be copied to the relevant School Chair and Dean or Manager. School Chairs and Deans or Manager will make membership recommendations to the President or designate on an annual basis.

5. Terms of Office of Chair

Each Program Advisory Committee will elect a chairperson from among the membership and this office will come up for election annually.

6. Ex-Officio Membership

The President or designate shall appoint members from within the College community to act as resource persons to Program Advisory Committees. These resource persons shall include:

- a) An instructor from the program for which the Program Advisory Committee has been created;
- b) The School Chair from the relevant school: and
- c) A member or members of the College Administration

In addition, the President or designate may appoint students registered in the Program and/or other representatives appropriate to the Program Advisory committee.

Ex-Officio members shall not vote in the proceedings of the Program Advisory Committees.

7. Meetings

- a) All Program Advisory Committees should have at least one meeting per year.
- b) The relevant School Chair and Dean or Manager is responsible for developing the agenda in consultation with the Committee Chair.
- c) The school administrative assistant will provide support to their respective advisory committees.
- d) The agenda and topics for presentation should be prepared ahead by the designated College participants. In all cases, the meeting material should be in the hands of the members at least one week prior to the meeting.
- e) The minutes of Program Advisory Committees shall be taken and filed with the office of the Vice President Education, and be included as part of the Level 3 program review process.
- f) A satisfaction survey will be sent the Program Advisory Committee subsequent to its meeting and the anonymous results will inform the program's quality assurance processes.
- g) The School Chair and Dean or Manager will ensure implementation of this policy, and incorporate outcomes from Advisory Committee meetings into Program Operational plans, as appropriate.
- h) The VP Education will maintain an inventory of Advisory Committee members and meeting minutes.