

 <b>Policies and Procedures</b>		<b>8110</b>		<b>Program Advisory Committee</b>		
		Replaces	B5002			
		Effective	2015-07-01	Next review :	2020-07-01	
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2015-06-17		
Vice President Education and Students	Deans of Instruction and Program Managers	Recommended/Approved by Education Council		2015-06-23		
		Approved by President		2015-08-18		

#### A. PURPOSE

This policy fulfills the following purposes:

- (1) This policy outlines the membership, focus and scope of a Program Advisory Committee. In doing so, it supports the Principles for Program and Service Delivery outlined in the current Selkirk College Education Plan.
- (2) Alignment with the College's Strategic Directions and Education Plan;
- (3) Foster learner development and success in employment or in further studies;
- (4) Respond to a demonstrated demand: from learners, from employers, or from communities;
- (5) Maintain an acceptable FTE/service utilization or revenue generation target;
- (6) Foster an excellent learning environment built on continuous improvement: program advisory, accreditation, program/service renewal, and student feedback data; and
- (7) Build synergies with existing areas of strength within the college and its communities to identify and harness emerging opportunities.

#### B. SCOPE / LIMITS

This policy applies to all programs.

#### C. PRINCIPLES

The role of a Program Advisory Committee is to advise the College on the currency and relevancy of the program to ensure that college instructors and administration remain current with the practical application of knowledge, skills and attitudes in the world of employment.

The Program Advisory Committee also provides advice to ensure that program curriculum, personnel and resources are sufficient to prepare students for a career in a relevant field.

#### D. PROCEDURE

##### (1) Membership

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

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

(2) 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; and
- h. To act, in general, as a liaison between the College and the relevant business, industry or profession.
- 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.

(3) Terms of Office

All members of Program Advisory Committees are appointed by the President in consultation with the School Chair and serve for a term of two years with the possibility of reappointment. Terms of such appointments run from August 1 to July 31. In cases where a vacancy occurs the President 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 at the commencement of their terms of office. These letters will be copied to the relevant School Chair/Dean. School Chairs and Deans will make membership recommendations to the President on an annual basis.

(4) Chairpersons:

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

(5) Ex-Officio Membership:

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

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

In addition, the President 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 Program Advisory Committees.

(6) Meetings

- a. All Program Advisory Committees should have at least one meeting per year.
- b. The relevant School Chair/administrator is responsible for developing the agenda in consultation with the Committee Chair.
- c. 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.
- d. The minutes of Program Advisory Committees shall be taken and filed with the office of the Vice President Education and Students.

(7) Accountability

- a. The School Chair will:
  - i. ensure implementation of this policy
  - ii. incorporate outcomes from Advisory Committee meetings into School Operational Plans, as appropriate
- b. The VP Education and Students will maintain an inventory of Advisory Committee members and meeting minutes.

**E. OTHER RELEVANT POLICIES**

Policy 8100: Instructional Programs