

PROGRAM ADVISORY COMMITTEE(S) POLICY

Policy Name: Program Advisory Committee(s)	Responsible Owner: Vice-President, Academic and Provost	Created: 2000 July
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A. PURPOSE

Douglas College believes that the community it serves fulfills an important role in program development and continuing program relevance. Program Advisory Committees build and facilitate relationships with employer groups, community organizations, professional associations and related educational institutions to encourage innovative and inspiring approaches to learning in both traditional and non-traditional settings and to ensure that timely and responsible formative evaluation keeps all College activity relevant and current.

OBJECTIVES OF ADVISORY COMMITTEES

To provide advice on:

- the relevance of the program in preparing students for employment in the field/sector;
- opportunities for program development related to current and emerging industry trends, including research and technological advancements;
- changes in sector recruitment and hiring practices;
- strategies for recruiting students and enhancing public and sector-specific awareness of the program;
- experiential learning opportunities for program students;
- potential employment opportunities for program graduates;
- obtaining support for students through bursaries and scholarships;
- gathering information on knowledge, skills and abilities of graduates working in the field;
- the program review process as required.

B. SCOPE

- ASSOCIATE DEANS/DEANS
- CHAIRS
- DIRECTORS
- EDUCATION COUNCIL
- FACULTY MEMBERS
- PROGRAM ADVISORY COMMITTEES
- PROGRAM COORDINATORS

C. DEFINITION

Responsible Administrator: the Associate Dean, Dean or Director who oversees the program.

D. POLICY STATEMENTS

A Program Advisory Committee will be established for each career-oriented program offered by Douglas College to ensure ongoing communication between the College and the industry or workplace the program is intended to serve and to provide advice and guidance commensurate with the expertise of individual members.

An *ad hoc* Program Advisory Committee will be established for any new career-oriented program under consideration to examine its feasibility and recommend whether the College should develop and implement the proposed program. The *ad hoc* Program Advisory Committee terminates upon reaching a decision concerning the proposed program, or upon appointment of a regular Program Advisory Committee.

At the discretion of the **Responsible Administrator**, Program Advisory Committees may also be established for open enrollment programs or programs offered within the division of Student Affairs.

SELECTION OF VOTING MEMBERS

Program Advisory Committees should include at least three external members.

External representatives may include appointees from the following constituencies, as appropriate to the program:

- Employers, community advisory groups or partners (e.g., local First Nations) or users of the services of the program graduates;
- Regulatory bodies – licensing, examining and/or certifying bodies or associations;
- Professional or occupational associations;
- Strategic representatives of other colleges, institutes, or universities;
- Graduates of the program currently employed in a program-related field.

Nominations may be submitted by any faculty member or administrator to the **Responsible Administrator**, who will consult with the Program Coordinator. If appropriate, the **Responsible Administrator** will ratify the selection and notify the nominees in writing of their appointment. Each nominee must reflect the constituency he or she has been nominated to represent and be in a position to allocate time to fulfill committee obligations.

TERM OF APPOINTMENT FOR VOTING MEMBERS

The term of appointment is typically up to three years, with ideally one half of the members having anniversary dates one year later than the other half to provide continuity. It is recommended that a member serve a maximum of two consecutive terms.

NON-VOTING COLLEGE REPRESENTATIVES

A Program Advisory Committee shall include as non-voting members the **Responsible Administrator** and Program Coordinator. Additional Coordinators or program faculty may be invited by the **Responsible Administrator** to attend meetings as resource personnel. Other College employees may be appointed by the **Responsible Administrator** to provide guidance to a Program Advisory Committee. The Program Coordinator shall be the official liaison among Program Advisory Committee members.

Non-voting members of advisory committees can include students.

ELECTION OF CHAIRS

Each committee shall elect its own Chair, who ideally will be in the second year of their term. The Chair cannot be a Douglas College employee. The Chair will communicate with the Program Coordinator and the **Responsible Administrator** prior to all meetings to outline and receive approval of the agenda and discuss any other preparations.

GUIDELINES FOR MEETINGS

The Chair, with the assistance of the Program Coordinator, is responsible for adhering to generally accepted operating guidelines as follows:

- Arranging a minimum of one meeting per year (two is recommended, with typically no more than three) at appropriate times. Meetings may be initiated by the **Responsible Administrator**, the Program Coordinator, or the Program Advisory Committee Chair after consultation with one another;
- Distributing notice of meeting and agenda at least two weeks before the meeting to all members of the committee and appropriate faculty in the program area when required;
- Minutes or notes of meetings will be retained by the **Responsible Administrator's** Office.

The Program Coordinator shall inform faculty of significant developments resulting from advisory committee meetings and prepare and circulate minutes of meetings to all members.

EVALUATION

The performance of the Committee shall be evaluated every two years, in a way determined by the Department, the administration, and the Committee.

E. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Educational Policies Page](#)

- Program Approval for New and Revised Credit Programs Policy

F. RELATED ACTS AND REGULATIONS

N/A



G. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A