



## Board Governance Policy Manual

**POLICY CATEGORY: EXECUTIVE LIMITATIONS POLICY NUMBER: D04**

**POLICY TITLE: PROGRAM ADVISORY COMMITTEES      EFFECTIVE: OCTOBER 12, 2005**

**REFERENCE (MOTION): 374.O.8.1 (EST. OCT. 2005)**

### **PURPOSE**

To ensure the relevance of college programming, it is essential to have mechanisms for securing ongoing input from industry, the market place and the community. The Board of Governors, on the recommendation of the President, will establish each Program Advisory Committee and confirm its membership as part of the approval process for certificates, diplomas and degrees. The Advisory Committees' role will be to provide advice and guidance to the President and administrative staff on program quality issues. This policy has been developed in accordance with Appendix 3 to By-law No. 1, and the Minister's Binding Policy Directive regarding the Framework for Programs of Instruction.

### **APPLICATION AND SCOPE.**

This policy applies to the President.

### **RULES**

The President shall not:

1. Fail to comply with requirements outlined in Appendix 3 of By-law No. 1 and the Minister's Binding Policy Directive – Framework for Programs of Instruction.
2. Permit College Advisory Committees to have administrative or executive functions, and therefore shall not include the evaluation of College personnel in their function.
3. Fail to ensure that Program Advisory Committees are appointed in accordance with Appendix 3 of By-Law No. 1, in compliance with requirements regarding composition, mandate and terms of reference.
4. Fail to ensure that Program Advisory Committees are involved in the development of new programs of instruction and the program review process.

### **MONITORING**

The President will verify compliance with this policy in writing at the Annual General Meeting. In addition, new program proposals submitted to the Board are required to include evidence of advisory committee support, providing the Board with an additional monitoring mechanism to ensure advisory committee input.

**POLICY REVIEW DATE:**

**September 2013**

**Annual**

**Next Review – September 2014 (By Program Development & Renewal Committee)**