

## Corporate Policy

<b>POLICY NUMBER:</b>	<b>AC501</b>
<b>POLICY TITLE:</b>	<b>Program Advisory Committees</b>
<b>OWNER:</b>	<b>Vice President - Academic</b>
<b>APPROVED BY:</b>	<b>Senior Leadership Team Forthcoming - Consultation with Mohawk College Council</b>
<b>EFFECTIVE:</b>	<b>November 19, 2008</b>
<b>REFERENCE:</b>	
<b>LINKS TO OTHER POLICY:</b>	<b>BoG By-Law No. 1 Appendix 3 (Program Advisory Committees) BoG Policy D04 – Program Advisory Committees</b>

### BACKGROUND

Mohawk College recognizes the value of the contribution made by Advisory Committee members who willingly volunteer their time. Ongoing input from industry and the community, through Program Advisory Committees, is essential for maintaining the relevance of college programming, maintaining and enhancing program standards and ensuring that Mohawk College graduates are well prepared for employment.

Consistent with the Minister's Binding Policy Directive Framework for Programs of Instruction (rev. 2005), the Board of Governors is responsible for ensuring that Program Advisory Committees are established to provide advice and guidance on program quality issues. This policy has been developed in accordance with that Binding Directive and Appendix 3 to College By-law No. 1.

**Purpose:** This policy outlines the College position on Program Advisory Committees and describes procedures for their effective operation.

**Scope:** This policy applies to all applied degree, diploma and certificate programs offered by Mohawk College.

### POLICY STATEMENTS

1. The Board of Governors, on the recommendation of the President, is responsible for establishing each Program Advisory Committee and confirming its membership as part of the approval process for programs offered by Mohawk College.

Following initial approval by the Board, the President is responsible for appointing or re-appointing Program Advisory Committee members on behalf of the Board. The President may delegate responsibility for the operation of Program Advisory Committees, including nomination of members, to an Associate Dean.

2. An Advisory Committee must be established for every program of instruction or cluster of related programs offered at the College. New program proposals sent to the Board of Governors for approval must demonstrate Program Advisory Committee support. Where appropriate, existing Program Advisory Committees will be used to accommodate the development of new programs.
3. Program Advisory Committees support the missions, vision and values outlined in the College Strategic Plan. Advisory Committee members play a key role in assisting the College to realize its mandate of supporting innovation, strengthening the labour force, and contributing to social, cultural and economic prosperity locally and globally. Specific responsibilities include:
  - Assisting the College assisting the College to develop, monitor, assess and change programs of studies;
  - assisting the College to validate measurable learning outcomes of a program of studies;
  - assisting the College to identify skills and characteristics of graduates required by particular professions, industries, businesses, sectors or services;
  - advising the College on developments, trends and future directions of particular professions, industries, businesses, sectors or services;
  - advising the College on the state of equipment, labs, shops and other facilities and assisting, as appropriate, in their renewal;
  - assisting the College to forecast demand for graduates;
  - assisting the College to identify student work placements and co-op opportunities;
  - assisting the College to develop partnerships and training opportunities.
4. The President is responsible for ensuring that the composition, terms of reference, and procedures for the establishment and operation of Program Advisory Committees are consistent with Appendix 3 of College By-Law No. 1.

## **MONITORING**

The Vice President, Academic is responsible for monitoring this policy according to the schedule established by the Director, Corporate Services or more frequently in response to feedback from the college community.

## **POLICY REVISION DATE**

## **ATTACHMENTS**

**Appendix A – Procedures**

**Attachment A – Suggested Agenda Items for Program Advisory Committee Meeting**

## **SPECIFIC LINKS**

## **APPENDIX A**

### **PROCEDURES RELATED TO POLICY AC 401**

#### **P1. Structure and Composition**

##### **P1.1 Membership**

Each Program Advisory Committee will be comprised of a minimum of six members, including at least 3 members who are external to the college. At least one position on the committee will be retained for a recent program graduate and another for a current student in the program. The Advisory Committee Chair is responsible for selecting an appropriate graduate and student representative from a list provided by the Associate Dean. In areas where a single Program Advisory Committee has been established for a cluster of programs attracting large student enrolments, it may be desirable to increase student membership on the Program Advisory Committee.

A Chair and Vice-Chair will be elected from the Committee membership for an initial two-year term. At the discretion of the Associate Dean, the term of office may be extended for the Chair and/or the Vice Chair.

The Associate Dean of the Program will serve as an ex-officio, non-voting member of the Program Advisory Committee and will act as the internal resource person for the Committee. In addition, student representatives are resource members and have no voting privileges.

##### **P1.2 Eligibility Criteria**

To be eligible for appointment as a Program Advisory Committee member, candidates must be able to satisfy the following criteria:

- i) knowledge, skills and experience related to the profession, industry, business, sector or service relevant to the program of studies;
- ii) geographic location of the individual or the individual's business or employer;
- iii) standing of the individual or the business or employer within the broader industry, business, sector or service;
- iv) diversity of employers within the profession, industry, business, sector or service.

The Vice President, Academic, in collaboration with appropriate Vice Presidents, is responsible for ensuring that eligibility criteria are met.

##### **P1.3 Term of Office**

Members are appointed for a three year term and may be re-appointed for a second three-year term. At the discretion of the Associate Dean, members may be appointed for subsequent terms. A sample Reappointment Letter is included in Attachment B.

**P2. Membership Lists**

Each Associate Dean is responsible for maintaining current membership lists for his/her Program Advisory Committees. A copy of the up-to-date membership list will be retained in the office of the Vice President Academic and the Vice President responsible for the program.

The Associate Dean is also responsible for tracking tenure and rotation of membership, which should be reviewed before the last meeting of each work year.

**P3. Nominations**

The Associate Deans are responsible for forwarding nominations for Program Advisory Committee membership to the Vice President Academic and their Program Vice President for review and approval before appointment letters are prepared for the President's signature. Consistent messaging to Advisory Committee members is recommended; sample letters for Appointments and Reappointments are available through the President's Office.

**P4. Acknowledgements of Service**

The office of the appropriate Associate Dean is responsible for preparing letters thanking Program Advisory Committee members for their service for the approval and signature of the President. A sample thank you letter is available through the President's Office.

**P5. Meeting Protocols**

**P5.1 Frequency**

Program Advisory Committees will meet at least twice a year, with the option to meet more frequently as determined by the Associate Dean and the Program Advisory Committee Chair, or on the recommendation of a majority of Committee members.

**P5.2 Arrangements**

Staff in the Office of the appropriate Associate Dean are responsible for the following activities:

- Preparing an annual meeting schedule in advance
- Reserving meeting rooms well in advance of the date of the scheduled meetings.
- Notifying the Reception Desk of meeting details.
- Mailing notice of an impending meeting, together with an agenda, at least three weeks in advance of the scheduled meeting date to all committee members and resource persons. The meeting Program Advisory Committee package should clarify specific details concerning the time and campus location of the meeting. In addition, the meeting package should include background documents to ensure meaningful dialogue of agenda items at the meeting.
- Arranging coffee and food service before the meeting consistent with college practice. Any special dietary requirements of Program Advisory Committee members should be conveyed to the caterer.

- Arranging complementary parking for Program Advisory Committee members. Parking passes for Program Advisory Committee members may be obtained from the Office of the Program Vice-President. Then the Office of the Associate Dean must submit a form to Parking listing the names of Program Advisory Committee attendees and attaching parking passes.

Note: The appropriate School is responsible for costs associated with the administration of Program Advisory Committees.

### **P5.3 Conduct of Meetings**

- Meetings should start and end on time, with a duration of two hours.
- New members and guest participants should be introduced at the start of the meeting by the Advisory Committee Chair.
- Items of business are to be taken in the order in which they are outlined on the agenda. (See Attachment for suggested Agenda guidelines.) Discussion of each item on the agenda should be handled within a limited time frame, but in a manner which encourages a high level of involvement and proactive response on the part of Advisory Committee members. If the business has not been satisfactorily concluded for any reason, the item under discussion should be deferred to the next meeting.
- All persons wishing to speak should be recognized by the Advisory Committee Chair. **Robert's Rules of Order** can be referenced as appropriate to ensure orderly conduct of Program Advisory Committee meetings.
- Only one person at a time should address the Advisory Committee Chair.
- Any Program Advisory Committee member may raise points of order at any stage in the proceedings. The Advisory Committee Chair must rule on the validity of the question or issue raised before the Committee proceeds further with the business at hand.
- The Associate Dean should encourage the Program Co-ordinator and no more than one faculty member on a rotation basis to attend an Advisory Committee as resource persons.
- When appropriate to the agenda, the Associate Dean should encourage 'guest participation' from college resource areas (e.g. Liaison, Registrar, Co-operative Education, etc.), while carefully maintaining an appropriate balance of Mohawk resource persons and committee members.

### **P5.4 Record Keeping**

The Office of the appropriate Associate Dean is responsible for generating and maintaining notes or minutes of all meetings of the Program Advisory Committee. The Advisory Committee Chair is responsible for reviewing and approving the notes/minutes before they are distributed to the Vice President Academic and the Vice President responsible for the program, Program Advisory Committee members and program faculty. A copy of Program Advisory Committee membership lists is retained on file in the office of the Vice President, Academic.

### **P5.5 Meeting Cancellation**

If it is necessary to cancel a meeting, the Office of the Associate Dean is responsible for informing all participants of the meeting cancellation as soon as possible. The Receptionist in the Front Lobby should also be notified of a cancellation. Care should be taken to ensure that Program Advisory Committee members have the pre-recorded snow line and are aware of the use of Mocomotion to provide notice of college/campus weather closures.

### **P6. Sub-Committees/Task Forces**

Program Advisory Committees may establish “ad hoc” committees or task forces when items of business require additional research or proposals require further study before review by the full committee membership. The Program Advisory Committee is responsible for establishing the structure, composition, and terms of reference for sub-committees and/or task forces.

### **P7. Action Items Arising from Program Advisory Committee Meetings**

The Associate Dean has primary responsibility for follow up of action requests arising from Program Advisory Committee meetings. The Associate Dean and the Vice President responsible for the program should consider the advice/recommendations made by the Program Advisory Committee concerning program or course planning and modifications. Minor program changes can be addressed in this way. If the parameters of requested actions move beyond the Associate Dean’s span of control, the Associate Dean should bring the issue to the attention of the Vice President, Academic who will address the issue and/or involve the President and the Board. The Associate Dean is responsible for keeping committee members and program staff informed about the status of Program Advisory Committee recommendations.

### **P8. Removal of an Advisory Committee Member**

The Chair of the Program Advisory Committee (or the Vice Chair if the matter concerns the Chair), with the support of the Committee, may recommend to the President that a member be removed from the Committee for conduct unbecoming or violation of professional ethics, College By-laws, or policies.

If a member misses more than three consecutive meetings, his/her continuation on the committee will be reviewed by the Program Advisory Committee Chair and removal from the Committee may be requested.

**P9. Conflict of Interest**

A Program Advisory Committee member who perceives that his/her private or personal interests conflict or have the potential to conflict with an issue under discussion at an Advisory Committee meeting, has an obligation to excuse him/herself from the discussion and to abstain from voting on the specific issue. The member's declaration of conflict of interest will be recorded in the meeting notes.

If a situation arises where a Program Advisory Committee member perceives that his/her private or personal interests conflict or have the potential to conflict with membership on the Advisory Committee, he/she has an obligation to discuss the perceived or actual conflict with the Chair of the Advisory Committee. The Chair will raise the issue with the Associate Dean responsible for the program and together they will arrive at a decision concerning the individual's continued participation as a member of the Advisory Committee.

**P10. Program Review**

It is expected that the Program Advisory Committee will participate actively in the formal program review process. The Program Review Team will include representative(s) of the Program Advisory Committee.

## **Attachment A**

### **Suggested Agenda Items for Program Advisory Committee Meetings**

1. Curriculum and Measurable Learning Outcomes
2. Student Enrolment
3. Co-op Placement Report / Field Placement Report/ Work Terms
4. Graduates – Job Placement – Employer Feedback on Graduate Profile
5. Employment Statistics for Graduates
6. Labour Force Trends – Equipment, Skills, etc.
7. Promotion and Advertising
  - Trade Shows
  - Conferences
  - Red Carpet Day
  - Open Houses
  - Trade Journals and Magazines
7. Meet the Student – Information Sharing
8. Selection Process / Admission Criteria
9. Implementation of New Program Features
10. Board of Governors' Program Review Process

Note: Wherever possible, the meeting agenda should integrate opportunities for Advisory Committee members to be proactive and to add their industry perspectives to the discussion.