



SUBJECT: Program Advisory Committees	CATEGORY: Governance – Organizational Policy & Accountability	NO. G-2.6
---	--	--------------------------------

PREAMBLE

SIAS believes that the communities it serves play a vital role in program development and continued program relevance and excellence. Direct community involvement is characterized by valuing external input and by a commitment to involve external stakeholders in a variety of means, both formally and informally.

POLICY

The purpose of program advisory committees is to provide an effective link between SIAS and the various sectors it serves. Committees will provide advice and guidance to assist in ensuring program quality, relevance and currency. Program advisory committees will be established for each certificate and diploma program at SIAS.

PROCEDURES**1. General Guidelines**

- 1.1 Program advisory committees will be established for each certificate and diploma program offered by SIAS (advisory committees are optional for applied certificate and advanced certificate programs). One committee may serve two or more closely related programs.
- 1.2 If a program is located at more than one campus, all locations of the program will be served by one advisory committee.
- 1.3 Programs will consult their advisory committee prior to making major academic changes.
- 1.4 In situations where a trade board (TB) exists for a program, the trade board will normally carry out the function of a program advisory committee. If the trade board is unable to fulfill this function, a SIAS program advisory committee will be established for the program.

Approved by: Board of Directors	Prepared by: Associate Vice-President Educational Services	Date Issued: June 18, 2010	Supersedes/New Supersedes	Page 1 of 4 #G-2.6
---	--	-----------------------------------	----------------------------------	------------------------------

2. Membership

- 2.1 Each program advisory committee will be composed of 8-16 appointed members representing a cross-section of businesses, agencies or industries external to SIAST who have a diversity of experience and expertise related to the particular occupational area(s) addressed by the program.
- 2.2 External representation will include relevant sector leaders, industry or professional associations, regulatory bodies and practitioners. Every effort will be made to ensure adequate geographic, equity group and previous SIAST graduate representation. Appointed members will have voting privileges.
- 2.3 Ex-officio members will include: the dean, program head(s), faculty representative(s), continuing education consultant of the applicable program or program cluster and representatives from relevant government departments, as appropriate. Ex-officio members are non-voting.

3. Committee Role and Responsibilities

- 3.1 Program advisory committees provide advice and guidance to programs on currency, relevance, quality and strategic direction. The primary responsibilities of advisory committees are:
 - a) To recommend changes to curriculum content to ensure continued program relevance and currency;
 - b) To participate in program review and accreditation processes, as appropriate;
 - c) To facilitate links to the sector(s) that will lead to expanded practicum opportunities for students and to expanded job opportunities for graduates ;
 - d) To assist with identifying trends that will impact on the nature and extent of the need for program graduates;
 - e) To assist with the identification of technological trends and recommend appropriate strategies for incorporation within a program;
 - f) To recommend and assist with developing related new programs responsive to the needs of the sector;
 - g) To assist with program promotion and the general communication of information on program activities;
 - h) To assist with the establishment of scholarships and awards for students.

4. Appointment

- 4.1 Recommendations for appointment to a program advisory committee are made through the program head and dean to the president and CEO. The SIAST president and CEO will appoint members to the advisory committee for a term of three years, with provision for reappointment for an additional three-year term.
- 4.2 Appointments will be staggered to ensure committee continuity. All appointments will commence on July 1 of each year.
- 4.3 A chairperson will be appointed from among the external membership of the committee. The term of office for the chairperson will normally be for a period of two years with re-appointment for up to two additional years.

Approved by: Board of Directors	Prepared by: Associate Vice-President Educational Services	Date Issued: June 18, 2010	Supersedes/New Supersedes	Page 2 of 4 #G-2.6
--	---	-----------------------------------	----------------------------------	------------------------------

5. Orientation of Program Advisory Committees

5.1 All new advisory committee members will receive an orientation to their role on the committee from the appropriate dean or designate, and information about the program from the appropriate program head.

6. Meetings

- 6.1 Deans will be responsible for the overall effectiveness of this advisory function.
- 6.2 The chairperson will call committee meetings and set the agenda in consultation with the relevant program head(s).
- 6.3 Program advisory committee meetings will take place at least once a year.
- 6.4 A quorum will be 50% of voting members of the committee.
- 6.5 The dean will ensure that administrative support services are provided as necessary to prepare and distribute agendas, meeting information and minutes, as per the attached suggested template.

7. Committee Recommendations

- 7.1 Program advisory committees may make formal recommendations for follow-up by the program head or for consideration by the dean.
- 7.2 Any recommendation forwarded to the dean must be endorsed by a majority of the appointed members of the advisory committee.
- 7.3 Recommendations are advisory in nature. At the committee's next meeting, the status of the recommendations will be reported on by the program head.

8. Committee Expenses

- 8.1 Committee members who travel to meetings will be reimbursed their expenses, if the employer does not cover these expenses, according to the current SIAST rates and guidelines.
- 8.2 Where there is a loss of income due to attendance, committee members are eligible to receive a \$100 honorarium for their participation in meetings.

Approved by: Board of Directors	Prepared by: Associate Vice-President Educational Services	Date Issued: June 18, 2010	Supersedes/New Supersedes	Page 3 of 4 #G-2.6
------------------------------------	--	-------------------------------	------------------------------	--------------------------

**Program Advisory Committee Meeting – Minutes
(Template)**

Program Name:

Date:

Committee Members in Attendance:

Regrets:

Agenda

- 1.0 Call to Order/Introductions
- 2.0 Review of the Agenda
- 3.0 Review of Minutes and Action Items from Last Meeting
- 4.0 Business Arising from Last Meeting
- 5.0 Program Head Report
- 6.0 Continuing Education/Extension
- 7.0 Professional/Workplace Trends
- 8.0 Other New Business
- 9.0 Review of Membership
- 10.0 Date of Next Meeting
- 11.0 Adjournment

Brief Summary of Key Discussion Points

3.1

Motion / Recommendation/Advisory Note/Comment

3.1

Action Item	Action By	Date Required
--------------------	------------------	----------------------

Brief Summary of Key Discussion Points

4.1

Motion / Recommendation/Advisory Note/Comment

4.1

Action Item	Action By	Date Required
--------------------	------------------	----------------------

Brief Summary of Key Discussion Points

5.1

Motion / Recommendation

5.1

Action Item	Action By	Date Required
--------------------	------------------	----------------------