COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PROGRAM ADVISORY COMMITTEES			
Procedure No.	AC-110-PR	**Division**	Academics
Supersedes	n/a	**Board Policy Ref**	GP-RR-904
Related Policy	AC-110	**Effective Date**	October 11, 2023

PROCEDURE

1.0 Establishment of Program Advisory Committees

One Program Advisory Committee will be established for each program or cluster of closely related programs except for apprenticeable trades programs which are under the jurisdiction of the provincial Apprenticeship and Trades Certification Division of the Department of Immigration, Population Growth and Skills.

2.0 Membership

2.1 Recommendations for membership may originate from a School Dean, an Associate Dean, a Program Developer, faculty member, a Campus Director/Manager, the committee itself, a professional body, concerned individuals or groups, graduates, or College faculty at large.

2.2 The School Dean will send membership recommendations to the Vice President, Academics and Applied Research.

2.3 Members of the Program Advisory Committee will be appointed by the President.

2.4 Program Advisory Committee members will normally be selected for their expertise in the field or their knowledge of the labour market relating to the occupation and will normally include representatives from the following sectors:

- Current and prospective employers.
- Business and industry.
- Government agencies.
- Professional associations.
- Community organizations.
- Program graduates and current students.
- Other educational and affiliated institutions as appropriate.

Normally, members from industry will be employers or prospective employers of program graduates. Representation will normally avoid duplication from a single sector or area of expertise.

2.5   Appointments will typically be for a period of three years staggered to ensure committee continuity; individuals may be recommended for reappointment for subsequent terms.

2.6   Members who resign from the Program Advisory Committee will submit a formal notice of resignation in writing to the President.

2.7   The contribution of resigning and retiring members will be acknowledged by the President.

2.8   Program Advisory Committees should normally not exceed ten (10) voting members.

2.9   Non-voting members will include: (1) the Dean of the School responsible for the program, (2) the Associate Dean, (3) the Program Developer, (4) and, at the discretion of the Dean of the School, other College faculty/administrators, or students whose attendance may be appropriate for specific discussions.

2.10   Members shall select a Chairperson from the voting membership to chair meetings. The Dean of the School, in consultation with members, will determine if a Vice Chairperson is needed to help facilitate meetings. The Chairperson and Vice Chairperson will both serve a two-year term of office. The Vice Chairperson will act in the absence of the Chairperson. The Chairperson and Vice Chairperson will be voting members.

2.11   Advice received from the Program Advisory Committee will be

received and reviewed in the context of the principles of the College and its commitment to the local, provincial, national and international labour marketplace.

3.0 Role of the Program Advisory Committee

The role of the Program Advisory Committee is to:

- advise on the need for training in the occupation, including the strategic direction and changes within the field;

- advise on the content of courses and programs;

- provide technical advice and ideas on innovation within the field to the College;

- provide advice during the formal/informal review of programs and courses;

- promote and foster the general goals of the College; and

- provide advice on work-integrated learning experiences at the program or course level.

4.0 Benefits

Advisory Committee members will receive the following benefits from their service on the Committee:

- The opportunity to assist in the development of the curriculum, thereby enhancing the probability that they will be able to find suitable employees for their own needs;

- A more in-depth knowledge of the program and the staff;

- Introductions to other Committee members;

- Knowledge that they are helping to advise on the design of programs that will result in student career readiness;

- The knowledge that they are contributing to community and society;

- An opportunity to establish partnerships for upgrading/enhancement of the skills of their employees; and

- An opportunity to explore the potential for applied research projects.

5.0 Meetings

5.1 Program Advisory Committees will meet at least once a year or as often as deemed necessary by the chairperson or a majority of members.

5.2 Minutes of all meetings of the Program Advisory Committee will be circulated to members, the Vice President, Academics and Applied Research, and the President within 30 days from the date of the meeting.

5.3 Meeting agendas will be developed by the Committee Chairperson in consultation with the Dean of the School. Meeting agendas will be forwarded to members two weeks prior to the date of the meeting.

5.4 A meeting quorum is a majority of Committee membership.

5.5 With the approval of the Committee Chair, substitute members with full voting rights may be permitted to attend meetings.

5.6 Committee members will be expected to maintain regular attendance at all meetings. Members will advise the Committee Chair or the College through the Dean of the School regarding their absence. The College will regard two consecutive unexplained absences as a member's official resignation from the Committee.

6.0 Role of the College

The Dean of the School will:

- Ensure the Program Advisory Committee is established and operational in accordance with appropriate policy and guidelines.

- Ensure an appropriate budget is reserved for the operation of the Program Advisory Committee.

- Ensure appropriate protocols are respected prior to implementation of any curriculum change resulting from advice received from the Program Advisory Committee.

- Ensure minutes of meetings and reports are prepared and circulated

to all Committee members, the Vice President, Academics and Applied Research and the President.

- Attend to all related activities/responsibilities to ensure effectiveness in the function of the Program Advisory Committee.

- Provide an orientation to Committee members including but not limited to the following information:

  - The Program Advisory Committee Policy and Procedure.
  - The College Calendar.
  - Relevant Program Brochures.
  - An overview of the College structure and governance.
  - Program information; e.g., enrolments.

- Consult with the Vice President, Academics and Applied Research on all issues that need clarification or are not addressed within established guidelines.

7.0   Budgetary Responsibilities

Usually, industrial enterprises or agencies translate participation in Program Advisory Committees as their contribution to education and training. As such, expenses to attend meetings will often be absorbed by participants. However, in the event that this is not possible, the budget for respective programs will absorb personal travel, accommodation, and meal expenses associated with the operation of a Program Advisory Committee.

8.0   Implementation of Recommendations from Program Advisory Committee

Recommendations from the Program Advisory Committee will be received as advice from industry's representatives. As well, due consideration must be given to the requirement to meet external accreditation regulations.

All final decisions to implement changes will adhere to established College protocols for revising courses and/or programs.

9.0   Ad Hoc Consultant Committee or Focus Group

In addition to the formalized Program Advisory Committee, the College may establish ad hoc consultation committees or focus groups. These committees/groups will be established for a relatively short term by the Dean of the School or in consultation with the Dean of the School to

achieve a very specific objective; for example, a small group of industrial representatives from the immediate area may be asked to provide advice during the initial stage of the development of a new program proposal. After the Program is approved, the ad hoc committee/focus group will be dissolved and some or all members may become part of the ongoing Program Advisory Committee with an official appointment by the President.

Approval History	
Approved by President	September 9, 1998
Reviewed	September 12, 2007
Revision 1	November 4, 2016
Revision 2	October 11, 2023