

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 7	DIRECTIVE NO. A1
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee	
TITLE ADVISORY COMMITTEES	EFFECTIVE DATE 2007.11.12	REPLACES 2001.08.21

BOARD POLICY

It is the policy of the Board of Governors of Algonquin College that, in accordance with Regulation 770, the Ministry of Colleges and Universities Act, there shall be an Advisory Committee for each program, or cluster of programs, that shall report annually to the Board of Governors on matters pertaining to each committee's responsibilities, as detailed in the Guidelines for Advisory Committees (revised February 2000).

ROLE

Advisory Committees are formed to assist the Board of Governors in establishing and maintaining programs relevant to the needs of the community served by Algonquin College.

FUNCTIONS OF THE ADVISORY COMMITTEES

1. To advise College staff in defining the objectives of the program and on the specific skills needed by the students to reach the objectives; to assist in the development of a curriculum to meet the objectives.
2. To assist in the evaluation of the program of study and curriculum; in the assessment in relation to the needs of the community, and the provincial and national requirements, where applicable.
3. To assist the College in field placement of students during the academic year, and in the placement of graduates, where this is possible.
4. To advise the College on changes in the labour market which may affect the employment of graduates.
5. To advise the College on requirements for new programs of study to meet new developments in the community.

RESPONSIBILITIES

1. Departments should arrange for at least one meeting of the Advisory Committee each semester.
2. Each meeting is to be covered by minutes. Minutes are to be forwarded electronically to the Executive Dean/Dean for review. After review, the minutes will be sent to the Vice President, Academic.
3. On or about April 1st, the Board Office will forward to the Executive Deans/Deans, Advisory Committee annual report forms (Annexe 1 attached). The top page of the report includes the present membership together with the current equity group representation. On the second page, Departments are to indicate the major activities undertaken by the Advisory Committee. Departments are to ensure that Advisory Committee reports are prepared annually and forwarded to the Executive Dean's/Dean's office during the first week of June. After review, the Executive Dean/Dean will forward copies to the Vice President, Academic no later than June 30th for review and transmission to the Board of Governors.
4. Departments should ensure the following membership procedures are observed:
 - 4.1 Appointments/reappointments - three months before the expiration of an Advisory Committee member's term of office, the Board Office will send an expiry notice to the appropriate Executive Dean/Dean. Recommendations for renewal should be forwarded to the Board Office, Woodroffe C520. At the same time as the term expiring notices are distributed, the Board Office will include several blank recommendations for appointment forms to be completed in the event of new appointees to the Advisory Committee in question. See Annexe 2.
 - 4.2 Membership - Each Advisory Committee should have between eight and fifteen members. More members may be added if required, but a Committee should not have fewer than eight members.
 - 4.3 Equity Representation - To comply with the December 1994 policy of the Board of Governors to improve equity group representation on Advisory Committees, Departments are to strive for member representation from visible minorities, people with disabilities, and Aboriginal peoples. At least two of these three equity groups shall be represented on each Advisory Committee. Where a current Advisory Committee does not meet this representation, additional members will be sought to address the equity representation. It is recognized that small communities could experience difficulty in attracting this representation because of their demographic composition.

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- 4.4 Gender Representation - Departments should strive for equal gender representation. A thirty per cent representation of women is sought on Advisory Committees for programs where students are mostly men, and similarly, a thirty per cent representation of men for programs where students are mostly women.
 - 4.5 Resignations - When resignations are submitted directly to the Board of Governors, the Board Office will notify the appropriate Executive Dean/Dean who, in turn, will notify the College liaison member of the Advisory Committee. In other instances, the College liaison member will notify the Board Office of such resignations as they occur.
 - 4.6 College staff sit as resource personnel to the Advisory Committee.
 - 4.7 Part-time faculty members, who teach in a program or program cluster and sit on the Advisory Committee, will be considered College staff.
 5. On or about October 1st and February 1st each year, the Executive Dean's/Dean's office will:
 - 5.1 remind departments about the holding of meetings; and
 - 5.2 restate to departments the role of the Advisory Committee.
 6. On or about April 15th each year, the Office of the Vice President, Academic will remind departments to initiate the annual Advisory Committee reports.

(original signed by)
President

ANNEXE 1

ADVISORY COMMITTEE REPORTS

1. Each Advisory Committee is expected to report to the Board of Governors annually. Reports should be completed by the third week in June using the form sent out by the Board Office. The narrative portion of the report should not normally exceed two pages in length. Please note that copies of minutes are not to be included with the report.
2. Page 2 of the report should reflect the major topics discussed and any action taken by the Department as a result of recommendations made by the Advisory Committee. In the past, most recommendations made by Advisory Committees to the Board of Governors, via the Education Committee and more recently by the Vice President, Academic, were in fact actioned by the Departments as they were operational issues, e.g. curriculum changes. Recommendations to be addressed by the Board of Governors should focus on policy issues.
3. Each report should be signed by the Chair of the Advisory Committee. It is expected that the report will be discussed with the Advisory Committee prior to its submission.
4. Reports of all Advisory Committees in a Faculty/School should be submitted in a package to the Vice President, Academic not later than June 30th. If a report is not available for inclusion in the package, a note of explanation should be provided by the Executive Dean/Dean.
5. The reports received from all Faculties/Schools will be submitted by the Vice President, Academic to members of the Board of Governors in September.

ANNEXE 2

**PROCEDURE RE SUBMISSION AND APPOINTMENT OF
ADVISORY COMMITTEE MEMBERS**

1. Recommendation for new appointment forms (blue) or reappointment forms (white) are to be completed for each person recommended. These forms are available on the Advisory Committee Member System (ACMS) or from the Board Office; the recommendation for new appointment forms are also available by email or the College website.
2. The following information is to be provided on the recommendation for new appointment form:
 - 2.1 the Advisory Committee title, program(s) being advised by that Advisory Committee and the School in which the Advisory Committee is located;
 - 2.2 the individual's name and gender;
 - 2.3 the individual's employer and job title;
 - 2.4 the individual's preferred mailing address (home or office), including postal code and email address;
 - 2.5 whether the individual is a member of an equity group: visible minority, disabled person, or Aboriginal person;
 - 2.6 whether the individual is an Algonquin graduate.
3. All submissions should be updated by the appropriate contact in the Executive Dean's/Dean's Office.
4. Responsibility rests with each Faculty/School for the submission of reappointment forms for a member whose term is about to expire, or for the recommendation for a new appointment form for a replacement. It is recommended that the process be initiated three months in advance of expiry date.
5. It is the practice of the Board Office to send a letter of appreciation to members who are not being reappointed. Names of those who are not being reappointed, as well as those who resign, should be shown clearly to enable the Board Office to fulfill that function.

The names of members, who resign prior to the termination of their mandate, should be sent promptly to the Board Office through the Executive Dean's/Dean's Office.

ANNEXE 2 (cont'd)

**PROCEDURE RE SUBMISSION AND APPOINTMENT OF
ADVISORY COMMITTEE MEMBERS (cont'd)**

6. A letter of invitation or renewal to serve on an Advisory Committee is sent out by the Board Office together with a parking permit and a copy of the Guidelines for Advisory Committees.
7. Advisory Committee appointments will be made monthly from September to June. The appropriate contact in the Executive Dean's/Dean's Office has continued access to a complete list of the current approved membership.



RECOMMENDATION FOR APPOINTMENT OF NEW ADVISORY COMMITTEE MEMBER

1. Advisory Committee Title: _____

Program (s) Being Advised: _____

2. School/Institute: _____

3. Information re: Advisory Committee Member: **PLEASE PRINT**

Name: _____

Sex: M F

Home Address (include postal code)

Work Address (include postal code)

Home Phone #: _____

Work Phone #: _____

Fax #: _____

Fax #: _____

Email: _____

Email: _____

Send Correspondence to: Home Work

Name of Employer: _____

Position Title: _____

Graduate of Program Yes No

Member of Visible Minority Yes No

Person with a Disability Yes No

Aboriginal Person Yes No

Name of Member Being Replaced (if applicable): _____

Thank you letter for member being replaced: Yes No

4. Suggested Term of Office (in years): _____

Dean

Date

NOTE: In programs where students are mostly female, 30% of Advisory Committee members are to be male. In programs where students are mostly male, 30% of Advisory Committee members are to be female. Advisory Committees are expected to strive for member representation from visible minorities, people with disabilities, and Aboriginal peoples. At least two of these three equity groups should be represented on each Advisory Committee.