



BYLAW 5

THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

This bylaw is pursuant to Ministry of Training, Colleges and University (MTCU) Binding Policy Directive *Framework for Programs of Instruction* (the "MTCU Programs Framework Directive") made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)* regarding the establishment of Advisory Committees for Programs of Instruction.

BE IT ENACTED as a bylaw of THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY as follows:

1. DEFINITIONS

- 1.1 **Program of Instruction:** A group of related courses leading to an bachelor's degree, diploma, certificate or other document awarded by the Board of Governors (the Board).

2. TERMS OF REFERENCE

- 2.1 In accordance with MTCU Programs Framework, the Board of Algonquin College (the College) has, through the President, directed that there shall be an Advisory Committee for each program, or cluster of programs, and that the Advisory Committees shall report annually to the Board through the Vice President, Academic.
- 2.2 Advisory Committees are to provide advice and assistance on Programs of Instruction relevant to the needs of the labour market and the community. The roles of Advisory Committees include a number of responsibilities on specific Programs of Instruction related areas, including:
- 2.2.1. Assist in defining and/or revising the learning outcomes of a Program of Instruction, including the specific skills needed by graduates for future employment;
 - 2.2.2. Assist in the development of a Program of Instruction to meet the program learning outcomes;
 - 2.2.3. Participate in the formal quality assurance processes of Programs of Instruction to ensure on-going relevance of curriculum and course materials;
 - 2.2.4. Assist in identifying student field placements, co-op opportunities, and student international experiences where applicable;

- 2.2.5. Assist in identifying employment opportunities for graduates of Programs of Instruction;
 - 2.2.6. Advise the College on the equipment required in labs, shops and other facilities;
 - 2.2.7. Provide information on current industry trends, technological changes and skills in the labour market which could affect the employment of graduates;
 - 2.2.8. Advise on opportunities to introduce new Programs of Instruction;
 - 2.2.9. Assist in establishing scholarships and bursaries for students;
 - 2.2.10. Assist the College to develop partnerships and training opportunities.
- 2.3 New program proposals sent to the Board of Governors for approval must demonstrate Advisory Committee support. Where appropriate, an existing Advisory Committee may be used to advise regarding the development of a new Program of Instruction.

3. STRUCTURE AND MEMBERSHIP

- 3.1 Each Advisory Committee shall have between eight and fifteen members, external to the College. More members may be added if required, but an Advisory Committee should not have fewer than eight members.
- 3.2 To be eligible for appointment as an Advisory Committee member, a candidate must have knowledge, skills and experience related to the profession, industry, business, sector or service relevant to the Program(s) of Instruction. In addition, the candidate must meet one of the following:
 - 3.2.1 the candidate's business or employer is within the region within which graduates will pursue employment;
 - 3.2.2 the candidate, or the business which he/she represents, has a positive and influential standing within the broader industry, business, sector or service;
 - 3.2.3 represents the diversity of employers within the profession, industry, business, sector or service;
 - 3.2.4 represents a school board or other post-secondary institution.
- 3.3 Each Advisory Committee shall have a Chair and Vice-Chair (the "Advisory Committee Chair" and "Advisory Committee Vice-Chair", respectively) who shall be elected from members of the Advisory Committees for a two year term, renewable at the discretion of the Chair of the respective Program of Instruction (the "Program Chair"). The past Chair of the Advisory Committee would support the new Chair of the Advisory Committee, where possible.
- 3.4 The term of office of an Advisory Committee member is for **two** years, and is renewable.

- 3.5 Membership on Advisory Committees should strive for gender and equity group representation.
- 3.6 Following consultation with the Advisory Committee Chair, the Program Chair will recommend to the Dean of the School the appointment of new members or the reappointment of existing members whose term is about to expire.

4. ADVISORY COMMITTEE OPERATING GUIDELINES AND PROCEDURES

- 4.1 Advisory Committees are to meet at least once per term, with the option of meeting more frequently at the request of the Advisory Committee Chair, the Program Chair or the majority of Advisory Committee members. Meetings should be held in a location and at a time agreeable to Committee members.
- 4.2 Quorum shall consist of the majority of the voting members of the Advisory Committee. Quorum is required for matters that require a motion or vote, such as changes to programs of instruction or the creation for new programs.
- 4.3 Advisory Committee meetings may be held by means of telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other either simultaneously or asynchronously, and a member the Advisory Committee participating in such a meeting by such means is deemed for the purposes of this bylaw to be present at that meeting.
- 4.4 The President, through the Vice President Academic, will be responsible to ensure that the practices of the Advisory Committees as stipulated by this bylaw and the College administrative policy AA 01 *Advisory Committees* meet the requirements of the MTCU Programs Framework Directive .
- 4.5 The President shall present a summary of the Advisory Committee Annual Reports to the Board by the end of December of each year.

Enacted this 11th day of June, 2012.



Michael Dunlop
Chair, Board of Governors



Robert Gillett
Secretary, Board of Governors