ALGONQUIN COLLEGE

AA03   Program Council

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Committee
Date First Approved:	1995-07-19
Date Last Reviewed:	2020-10-14
Mandatory Review Date:	2025-12-14

PURPOSE

To give students the opportunity to provide feedback to their professors and Academic Administrator on their current experience in the program and to resolve issues, if any.

SCOPE

All full time postsecondary programs.

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Academic Manager, Course Chair, or Dean
College Community	All students, staff of the College, clients served by students, and visitors to the College
Student	Any student currently enrolled in a program on a full-time basis and part-time students enrolled in full-time programs.

POLICY

1. Every full -time postsecondary program must have a Program Council. The mandate is found in Appendix 1. Programs that flow-through to other programs or program of a similar nature may be grouped as a cluster for Program Council purposes.

2. Membership of Program Councils consists of class representatives who are elected by their peers. Membership shall consist of student class representatives from each level and section of the program, the Academic Administrator responsible for the program, the Coordinator of the program, and faculty representatives associated with the program. Class representatives shall serve for two academic terms and may be re-elected.

3. A Program Council meeting is to be scheduled within the first six weeks of the start of the academic term.

4.   Students enrolled in full-time programs offered on a part-time basis are to be invited to participate in the Program Councils of the full-time programs.

5.   There shall be a minimum of one meeting per term. Additional meetings are encouraged and are to be held at the discretion of the Academic Administrator or Program Council members.

PROCEDURE

These are the actions taken from the mandate of the Program Council, found in Appendix A.

	Action	Responsibility
1.	**Membership**	
1.1	Hold an election for class representatives from the full time and part time students to sit on Program Council.	Academic Administrator, students
1.2	Class representative elections are held within the first four weeks for all students in all odd-numbered program levels. Elections may be held in even-numbered levels of a program if a vacancy occurs.	Academic Administrator, students
1.3	Select professors associated with the program to sit on Program Council.	Academic Administrator
2.	**Meetings**	
2.1	Schedule meetings and set Program Council agenda.	Academic Administrator
2.2	Administrative support will be provided by the academic department. Students should not be asked to volunteer to take notes or act as secretary.	Academic Administrator
2.3	Record minutes using template in Appendix 2.	Administrative Support
2.4	Circulate minutes of meetings electronically by the end of week eight (8) to Council members and College administrators as listed in Appendix 1.	Administrative Support
2.5	Address items which require further action.	Academic Administrator
3.	**Communication**	
3.1	Obtain class time from professor to discuss Program Council activities. The most suitable class chosen to present to classmates can be determined by consulting with a Program Coordinator or Administrative Support as required.	Student representatives

SUPPORTING DOCUMENTATION

Appendix 1   Mandate of the Program Council
Appendix 2   Minutes of Program Council Meetings Template

RELATED POLICIES

SA03   Student Complaints

RELATED MATERIALS

None

AA03 APPENDIX 1

MANDATE OF PROGRAM COUNCILS

1. Membership

1.1 Membership shall consist of student class representatives from each level and section of the program, the Academic Administrator responsible for the program, the Coordinator of the program, and faculty representatives associated with the program.

1.2 The Academic Administrator and the Program Coordinator are permanent members of the Council.

1.3 The Academic Administrator will act as chairperson of the Program Council.

1.4 The Council can invite other members of the College community to attend and address specific agenda items.

1.5 Administrative support will be provided by the academic department.

2. Mandate

2.1 Agenda items may include any aspect of the program including, but not limited to, the following:

- Curriculum content
- Learning resources
- Course content delivery methods
- Evaluation and progression procedures
- Course and program changes
- Class/exam schedules
- Admission procedures
- Clinical/field placement
- Social events

2.2 Agenda/Action Items

Program Council is committed to addressing issues raised at the meetings. To help manage the discussion, the following agenda format must be followed. At every meeting, for each agenda item, the committee will determine:

a. What action is required?
b. To whom the action is delegated?
c. What is the deadline for action?

2.3   Program Councils are not the appropriate forum for addressing a specific complaint between a student and a professor. Such a complaint should be addressed under Policy SA03 Student Complaints.

3.   Meetings

3.1   There shall be a minimum of one meeting per term. As Chair of the Council, the Academic Administrator shall be responsible to call all Council meetings.

3.2   The first meeting shall be held within the first six (6) weeks of classes. At that meeting, dates for subsequent meetings are to be set for the term.

3.3   Minutes from the previous year should be provided to new Class Reps prior to the first Program Council meeting.

3.4   Meetings can also be called at the request of any Council member.

3.5   Meetings normally will be open to all students in the program but may be held in camera in exceptional circumstances.

4.   Minutes

4.1   All minutes of meetings shall be circulated electronically by the end of week eight (8) to all Program Council members and shall also be circulated to the:
*   appropriate Dean
*   Senior Vice President, Academic
*   Dean, Academic Development
*   Vice President, Student Services
*   Director, Student Support Services
*   Vice President, Algonquin College Students' Association.

4.2   Minutes are to be recorded using the template found in Appendix 2.

4.3   The student representatives on the Program Council will make arrangements with the Academic Administrator and Administrative Support, and/or a professor to obtain class time for discussions of the minutes and issues with other students in the program.

4.4   The Senior Vice President, Academic shall call and chair a meeting every term. The meeting should include the following:
*   all Deans
*   Vice President, Student Services
*   Director, Student Support Services
*   Vice President, Algonquin College Students' Association.

        The meeting should identify themes emerging from the Program Council minutes and determine any necessary cross-College actions.

4.5   The Students' Association will post a summary of the outcomes of the meeting on their website every term.

AA03 APPENDIX 2

ALGONQUIN COLLEGE
MINUTES OF PROGRAM COUNCIL MEETING

PROGRAM	
SCHOOL OR FACULTY	
DATE	
TIME	
PRESENT	(CHAIR) (SECRETARY)

ITEM NO.	DISCUSSION	ACTION
1	**Review mandate and expectations for all new members**	
2	**Review of completed and in-progress action items (action register) from previous meeting**	