

AA01 Advisory Committees

Classification:	Academic Affairs
Responsible Authority:	Senior Vice President, Academic
Executive Sponsor:	President
Approval Authority:	Algonquin College Executive Committee
Date of Original Policy:	1996-04-22
Date Last Reviewed:	2019.04.17
Mandatory Review Date:	2024.04.17

PURPOSE

To establish and guide the operations of Advisory Committees as directed by the Minister’s Binding Policy Directive: *Framework for Programs of Instruction* (the “Ministry of Training, Colleges and Universities (MTCU) Framework for Programs Directive”). This policy is ancillary to the College Bylaw 5 which establishes the Advisory Committees, a copy of which is attached as Appendix 1.

SCOPE

This applies to all Programs of Instruction.

DEFINITIONS

Word/Term	Definition
Program of Instruction	A group of related courses leading to an honours bachelor degree, diploma, certificate or other document awarded by the Board of Governors
Program	Program of Instruction

POLICY

1. In accordance with the MTCU Framework for Programs Directive, the Board of Governors of Algonquin College (the Board) 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 Senior Vice President, Academic.
2. The College shall seek Advisory Committees members who have the knowledge, skills and experience related to the profession, industry, business, sector or service specific to the Program(s) served by the Advisory Committee as stipulated in Bylaw 5, Article 3, *Structure and Membership*. Additional guidelines regarding criteria for membership are provided at Appendix 5.
3. College staff and students may serve as resource persons to the Advisory Committees but have no voting rights, i.e. act as ex-officio members.

- 3.1 The Program Chair is an ex-officio member of the respective Advisory Committee and acts as the College resource to the Advisory Committee.
 - 3.2 As applicable, the Academic Manager responsible for the part-time course offerings of the respective Program(s) of Instruction provides information on the alignment of courses to the full-time programs and information on the professional development opportunities at the College.
 - 3.3 Full-time and part-time faculty members, who teach in a Program or cluster of Programs, bring their expertise and experience relating to the relevant Program(s).
 - 3.4 Students may sit on their program Advisory Committee to bring their perspective of the College and their experience with the relevant Program.
4. Following consultation with the Advisory Committee Chair, the Program Chair will recommend to the Dean of the School/Faculty the appointment of new members or the reappointment of an existing member whose term is about to expire. It is recommended that the process be initiated three months in advance of the expiry date of the term.

5. Meetings

- 5.1 The Program Chair ensures appropriate support is available for the Program Advisory Committee working with the Advisory Committee Chair to finalize agendas and prepare minutes. Meeting agenda should be structured in such a way as to allow most of the discussion to be directed by the Advisory Committee members.
- 5.2 The Program Chair has primary responsibility to action requests and recommendations and to escalate items as required. It is the responsibility of the Program Chair to keep their Advisory Committee members and program staff informed of the status of such requests and recommendations.

6. Conflict of Interest

- 6.1 When a candidate accepts to serve as an Advisory Committee member, he/she will be asked to sign a Conflict of Interest Agreement.
- 6.2 An Advisory Committee member who perceives that his/her private or personal interests conflict or have the potential to conflict with an issue under discussion at an Advisory Committee meeting has an obligation to excuse him/herself from the discussion and to abstain from voting on the specific issue.
- 6.3 The member's declaration of conflict of interest will be recorded in the meeting minutes.

7. Annual Report

Annual Advisory Committee Reports to the Board shall be drafted by the respective Program Chair, based on the minutes of the meetings held that year, and submitted to the Advisory Committee Chair for approval. The Program Chair will submit the Annual Reports to the Dean of the School/Faculty who will forward them to the Senior Vice President, Academic by the end of June of each year.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Membership	
1.1 On the fifteenth of every month, the Advisory Committee Management System (ACMS) will send a notice of the expiry of an Advisory Committee member's term of office within the next month period to the Program Advisory Committee Administrator in the department, who will then advise the Program Chair.	ACMS/Office of the Senior Vice-President, Academic
1.2 Consult with the Program Chair and Advisory Committee Chair, about the renewal or replacement of the member whose term has expired (Appendix 2).	Dean
1.3 Submit the recommendation for renewal or appointment of new Advisory Committee member to the Office of the Senior Vice-President, Academic (via the ACMS) and retain the signed Conflict of Interest form (Appendix 4) in the Dean's Office. Notify the Office of the Senior Vice-President, Academic of the submission via email.	Dean
1.4 When a resignation of an Advisory Committee member is received either by the Office of the Senior Vice-President, Academic or the Dean's Office, inform the other Office of the resignation.	Office of the Senior Vice President , Academic or Dean
2. Meeting	
2.1 At the start of each term, remind departments to call Advisory Committee meetings for the term.	Dean
2.2 Program Chair to draft the Advisory Committee meeting agenda for approval by the Advisory Committee Chair.	Program Chair/Advisory Committee Chair
2.3 Minutes of meetings are taken and distributed within two weeks of each meeting to the Advisory Committee members, College staff in attendance, the respective Dean, and the Senior Vice President Academic.	Program Chair
2.4 The Program Chairs have the primary responsibility to action requests and recommendations arising from their respective Advisory Committee meetings. Recommendations for minor changes to the program(s) can be addressed during Annual Curriculum Review.	Program Chair
2.5 Where appropriate, a request or recommendation will be brought to the attention of the Dean of the School, the Senior Vice President Academic or to the President for resolution.	Program Chair

3. Annual Report

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|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 3.1 | On April 15 th , remind departments to start preparing the annual reports. (Appendix 3). | Office of Senior Vice President, Academic |
| 3.2 | Draft the annual report for review and approval by the Advisory Committee Chair. | Program Chair |
| 3.3 | Forward the approved annual report to the Dean of the School/Faculty. | Program Chair |
| 3.4 | Submit all Advisory Committee Annual Reports for the School to the Senior Vice President, Academic by June 30 th . | Dean |
| 3.5 | Each May, convene all Advisory Committee Chairs of the department to a social event in appreciation of their contribution during the year and to provide them with an opportunity to share their experiences. | Office of Senior Vice President, Academic |
| 3.6 | Submit a summary of the Annual Reports of all Advisory Committees to the Board of Governors at the September or October meeting. | Office of the Senior Vice President, Academic |

SUPPORTING DOCUMENTATION

- Appendix 1: Bylaw 5
- Appendix 2: Procedure re: Submission and Appointment of Advisory Committee Members
- Appendix 3: Advisory Committee Annual Report
- Appendix 4: Conflict of Interest Agreement form for Advisory Committee Members
- Appendix 5: Guidelines for Advisory Committee Members
- Appendix 6: Recommendation for Appointment of New Advisory Committee Member Form

RELATED POLICIES

None

RELATED MATERIALS

Minister's Binding Policy Directive: *Framework for Programs of Instruction*

Program Advisory Committee (PAC) Procedural Guide

Program Committee (PAC) Website

AA01: Appendix 1

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 a 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 **one - three** 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/Faculty 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 Senior 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 AA01: *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.

(original signed by) _____

Michael Dunlop
Chair, Board of Governors

(original signed by) _____

Robert Gillett
Secretary, Board of Governors

AA01: APPENDIX 2

PROCEDURE RE SUBMISSION AND APPOINTMENT OF ADVISORY COMMITTEE MEMBERS

1. Recommendation for new appointment or reappointment forms are to be completed for each person recommended. These forms can be completed electronically on the [Advisory Committee Member System](#) (ACMS) or are available as Appendix 6 (Recommendation for Appointment/ Reappointment of Advisory Committee Member form).
2. The following information is to be provided:
 - 2.1 the Advisory Committee program or program cluster title,
 - 2.2 the individual's name, job title, and gender;
 - 2.3 the individual's employer and position title:
 - 2.4 the individual's preferred mailing address (home or office), including postal code
 - 2.5 the individual's phone number(s) and email address;
 - 2.6 the individual's term start date and term length;
 - 2.7 the individual's vehicle information (make/model, license plate, colour)
3. All submissions should be updated by the appropriate contact in the Dean's Office. **It is the responsibility of each School/Faculty** to notify the Office of the Senior Vice President Academic via email when a member is appointed or renewed on the Advisory Committee Management System (ACMS).
4. Responsibility rests with each School/Faculty 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 one month in advance of expiry date.
5. It is the practice of the Office of the Senior Vice President Academic to send a letter of appreciation to members who are not being reappointed. Names of those whose terms are not being renewed, as well as those who resign, should be reported to enable the Office of the Senior Vice President Academic to fulfil that function.

In addition, the names of members, who resign prior to the completion of their term, should be sent promptly to the Office of the Senior Vice President Academic through the Dean's Office.
6. A letter of invitation or renewal to serve on an Advisory Committee is sent out by the Office of the Senior Vice President Academic together with a parking permit and a copy of the Advisory Committee Backgrounder and Alumni Benefits Memorandum.
7. Advisory Committee appointments will be made continually through the calendar year. . The appropriate contact in the Dean's Office has continued access to a complete list of the current approved membership.

AA01: APPENDIX 3**Advisory Committee Annual Report
For the Academic Year (*insert dates*)**

School	
Advisory Committee Title	
Programs Being Advised	
Name of Committee Chairperson	
Number of Meetings Held	
Membership (include names/title/organization)	
Major Activities Undertaken (topics discussed and actions taken by department)	

Signature of Dean/Director

AA01: APPENDIX 4**CONFLICT OF INTEREST FORM FOR ADVISORY COMMITTEE MEMBERS**

Having been named to serve on Algonquin College's _____ (insert Committee name) Advisory Committee, I acknowledge that in the course of my association with the College, I must disclose any actual or possible conflict of interest. In such a situation, I will declare the actual or potential conflict of interest and not take part or vote on the matter.

Signature

Print Name

Date

AA01: APPENDIX 5:

ADVISORY COMMITTEES BACKGROUNDER

ONTARIO COLLEGE SYSTEM

The Ontario Colleges of Applied Arts and Technology were established in 1965 to provide education and training to meet the workforce requirements of local communities. The Ontario college system has evolved to comprise 24 colleges serving some 200 communities across the province. College programs are career-focused, blending academic content with practical experience.

The *Ontario Colleges of Applied Arts and Technology Act, 2002*, identifies the mandate of colleges as one which offers a comprehensive program of career-oriented, post-secondary education and training that:

- Assists individuals in finding and keeping employment;
- Meets the needs of employers and the changing work place; and
- Supports the economic and social development of local communities.

The legislation provides for the creation of a board of governors for each college, assisted by an advisory committee for each program of study or cluster of programs offered by the College.

ALGONQUIN COLLEGE

Algonquin College of Applied Arts and Technology was established in 1967 and was named after the First Nations people indigenous to the area. Algonquin was formed from the merger of the Eastern Ontario Institute of Technology, established 1957, and the Ontario Vocational Centre, established 1965.

The College offers a wide range of programs and bestows Ontario college certification as follows:

- Certificates, generally of one-year duration;
- Two-year diplomas;
- Three-year advanced diplomas;
- Bachelor's degrees; and
- Graduate certificates

For more information, see <https://www.algonquincollege.com/public-relations/fast-facts/>

ALGONQUIN COLLEGE BOARD OF GOVERNORS

The Board of Governors of Algonquin College is composed of seventeen (17) members: twelve (12) external Governors, four (4) internal members, and the President of the College. The external Governors are drawn from various sectors of the community served by the College. The internal Governors are elected by the constituent groups of the College (faculty, support staff, administrative staff and students). Appointments to the Board are typically for a three-year term, with the exception of the student

representative who is elected annually. Members serve in a voluntary capacity for a maximum of two consecutive three-year terms.

The role of the Board is to set corporate goals and strategic direction for the College. The responsibility for the implementation of the corporate goals and the strategic direction rests with the President of the College who is hired by the Board of Governors. The Board also approves the College business plan, budget, and annual report.

The Board of Governors meets five times a year. Only those items which require Board approval are brought to the Board, permitting the Board to focus on policy and direction setting, as opposed to addressing administrative matters.

PROGRAM DELIVERY

Postsecondary programs are approved by the Board of Governors on the recommendation of Advisory Committees and supported by College staff. Before being offered, program titles and content are validated by the provincial Credential Validation Services and funding for the new program is set by the Ministry of Training, Colleges and Universities.

ADVISORY COMMITTEES

Advisory Committees are established to assist the Board of Governors in the creation and maintenance of programs relevant to the needs of the labour market and the community served by Algonquin College.

Advisory Committees members are composed of a cross-section of persons, external to the College, who have a direct interest and a diversity of experience and expertise related to the particular occupational area addressed by a program or cluster of programs. The Committees are advisory, not administrative or executive, in nature.

Membership

1. Each Advisory Committee has between eight and fifteen members, external to the College. More members may be added if required, but a Committee should not have fewer than eight members.
2. Advisory Committee members are selected for their knowledge, skills and experience related to the profession, industry, business, sector or service relevant to the program(s) of studies. In addition, they are to meet one of the following criteria:
 1. have a business or be employed by an organization in the region within which graduates will pursue employment
 2. either individually or with respect to the field he or she represents, have a positive and influential standing within the broader industry, business, sector or service
 3. represent the diversity of employers within the profession, industry, business, sector or service
 4. represent a school board or other postsecondary institution
 5. for College Bachelor degrees, external academic representation in program areas related to the program being advised, is a requirement

6. it is important to note that while part-time faculty may have valuable experience and could contribute to the advisory committee, they cannot do so while employed with the college in a teaching capacity for the program advisory committee they are serving.
3. The term of office of an Advisory Committee member is typically one-three years, and is renewable.
4. Membership on Advisory Committees should strive for gender and equity representation.
5. College staff are not members of Advisory Committees, but serve as resource persons. One or more student representatives may be invited to attend meetings, but they are not members of the Committee.

Role of Advisory Committee Members

The specific responsibilities of Advisory Committee members are to:

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. Assist in the development of a Program of Instruction to meet the program learning outcomes
3. Participate in the formal quality assurance processes of Programs of Instruction to ensure on-going relevance of curriculum and course materials
4. Assist in identifying student field placements, co-op opportunities, and student international experiences where applicable
5. Assist in identifying employment opportunities for program graduates of Programs of Instruction
6. Advise the College on the equipment required in labs, shops and other facilities
7. Provide information on current industry trends, technological change and skills in the labour market which could affect the employment of graduates
8. Advise on opportunities to introduce new Programs of Instruction
9. Assist in establishing scholarships and bursaries for students
10. Assist the College to develop partnerships and training opportunities

Meetings

Each Committee is expected to meet at least once per term. The agenda for the Advisory Committee meetings is drafted by the Program Chair and approved by the Advisory Committee Chair. Advisory Committee members are encouraged to raise items to be included on the agenda with the Program Chair or with the Advisory Committee Chair.

Advisory Committee Recommendations

The Program Chair has the primary responsibility to action requests and recommendations arising from Program Advisory Committee meetings. Minor program changes can be addressed during Annual Curriculum Review.

If the recommendations are beyond the Program Chair's authority and/or responsibilities, the item is to be brought to the attention of the Dean of the School/Faculty for resolution. If the Dean is unable to resolve the matter, it will be brought to the attention of the Senior Vice President, Academic who will address the issue and/or involve the President and the Board of Governors.

Conflict of Interest

When a candidate accepts to serve as Advisory Committee member, he/she will be asked to sign a Conflict of Interest Agreement.

An Advisory Committee member, who perceives that his/her private or personal interests conflict or have the potential to conflict with an issue under discussion at an Advisory Committee meeting, has an obligation to excuse him/herself from the discussion and to abstain from voting on the specific issue. The member's declaration of conflict of interest will be recorded in the meeting notes.

Annual Report

Advisory Committees submit an Annual Report to the Board of Governors, summarizing their activities for the year.

AA01: APPENDIX 6**Recommendation for Appointment of
New Advisory Committee Member****Program Advisory Committee Member Appointment/Information Form**

Program:

Member Information

Start date:	End date:
Name:	
Job Title:	
Company:	
Address:	
Office telephone:	
Mobile:	
Email:	
Company website:	
Alumnus/Alumna:	Y N
Current Student:	Y N
License plate number:	Make and model:

Status (include notes on last action completed including suggestions listed below):

- New member (send official appointment letter from the Senior Vice President Academic)
- 2-year term expired – wishes to serve another 2 years
(send official appointment letter from the Senior Vice President Academic)
- 2-year term expired – not being re-appointed
(send official thank you letter from the Senior Vice President Academic)
- Resigned – has served 2 years or more
(send official thank you letter from the Senior Vice President Academic)
- Resigned – has served less than 2 years
(send official thank you letter from the Senior Vice President Academic)
- Member has been appointed as Chair of the Committee
(send official acknowledgement letter from the Program Chair)
- Member reappointed as Chair of the Committee
(send official acknowledgement letter from the Program Chair)
- Student representative new member
(send official acknowledgement letter from the Program Chair)
- Student resignation or completion of term
(send official acknowledgement letter from the Program Chair)