

AA03 Program Council

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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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
College Community	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
Student	A Student is any person who is currently enrolled in a course or program at Algonquin College, but who may not yet have registered; who has applied for admission to the College; or who was enrolled in a course or program at the College.

POLICY

1. In alignment with the College's mission, vision and values, feedback from our students is a valuable and critical component contributing to academic quality.
2. 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.
3. Membership of Program Councils consists of class representatives who are elected by their peers. In the event of an unsuccessful election, the professor

may appoint a class rep. 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. In larger programs, membership may exceed the minimum to allow for additional input. Class representatives shall serve for two academic terms and may be re-elected.

4. In programs without defined cohorts and/or where class representatives may not be possible, all students will be invited to provide program feedback each term through alternate means.
5. Class reps 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.
6. 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. Requests for additional meetings should not be unreasonably denied.

PROCEDURE

	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.	Professor or Program Coordinator
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.	Professor or Program Coordinator
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	A Program Council meeting is to be scheduled within the first six weeks, and no later than the ninth week, of the start of the academic term.	Academic Administrator

2.3	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
2.4	Record minutes using template in Appendix 2.	Administrative Support
2.5	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
2.6	Address items which require further action.	Academic Administrator
2.7	Additional meetings should be scheduled within the term. In the absence of additional meeting to address outstanding action items, communication on progress shall be provided within the term via email.	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

[Students' Association Class Representatives Resources](#)

Appendix 1: Mandate of the Program Council

1. Membership

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.
2. The Academic Administrator and the Program Coordinator are permanent members of the Council.
3. The Academic Administrator will act as chairperson of the Program Council.
4. The Council can invite other members of the College community to attend and address specific agenda items.
5. Administrative support will be provided by the academic department.

2. Mandate

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. 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?
 - d. How will progress on action be reported?
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

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.
2. The first meeting shall normally 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. Minutes from the previous year should be provided to new Class Reps prior to the first Program Council meeting.
4. Meetings can also be called at the request of any Council member.
5. Meetings normally will be open to all students in the program but may be held in camera in exceptional circumstances.

4. Minutes

1. All minutes of meetings shall be circulated electronically by the end of week eight (8) to all Program Council members via email.
2. All minutes for Program Council meetings shall be posted to a central resource provided by the Office of the Senior Vice President, Academic. All minutes for all Program Council meetings for each term shall be available electronically through the Office of the Senior Vice President, Academic with access provided to:
 - Chairs and Chairs' Administrative Assistants
 - Deans
 - Senior Vice President, Academic
 - Dean, Academic Development

- Vice President, Student Services
 - Director, Student Support Services
 - Vice President, Algonquin College Students' Association.
3. Minutes are to be recorded using the template found in Appendix 2.
 4. 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.

