

Ministry Of Education & Higher Education¹

Quality Improvement Fund (QIF)² – Education to Work Transition Project (E2WTP)

Introduction for Establishing a Program Advisory Committee

Prepared for E2WTP Participating Institutions

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Important Note:

This document is compiled from various publically accessed information. It is not binding to any institutions. Its main purpose is to provide a guidance on some of the practices in establishing a program advisory committee.

¹ <http://www.mohe.gov.ps/ENG/Index.html>

² <http://www.tep.ps/etemplate.php?id=41>

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Introduction for Establishing a Program Advisory Committee

Introduction³

It is of great value that each academic program to have a program advisory committee (PAC). The Committee play an instrumental role in the development of new programs and the monitoring of existing programs. Program advisory committees represent a critical resource in ensuring the relevancy and application of the academic or vocational programs to meet the needs of business and industry.

Terms of Reference (Role of Committee)⁴

Each Advisory Committee reports through the organizational structure to the Board of Governors or to the academic council. The advisory role of each committee encompasses a number of areas of responsibility which include such program-related activities as:

- Informing the scope, relevance and currency of program curriculum;
- Providing advice on the appropriateness of new programs in relation to employment demands and student needs;
- Defining the body of knowledge, competencies and skills required by graduates;
- Assisting with facility design and determination of equipment requirements for new programs;
- Suggesting opportunities for field placement locations;
- Providing leads on graduate placement opportunities;
- Assisting in equipment acquisition through industry donation or industry partnerships;
- Industry partnerships;
- Promoting the program to prospective students and employers;
- Acquiring industry sponsorship for student awards.
- Periodically meeting with current and prospective students to provide related career information.

Membership

Members are appointed by the President and the Board of Governors of the Institution, on the recommendation of the Academic Team Leader/head of the department through the faculty dean. Appropriate geographic representation is also recommended, where an industry is regionally specific. The committee to reflect the diversity of opinion within the industry.

Program Advisory Committees should have representation from:

- Major employer groups
- Government agencies and regulatory bodies, sectoral councils,
- Graduates of the program
- Current students within the program
- Other program areas, as appropriate (e.g. Interdisciplinary Studies)
- Membership to be enhanced, where appropriate (e.g. School Board representatives)
- Career & Employment Resources personnel to be invited to attend meetings, where possible, to enhance the relationship with Advisory Committee members.

³ The information in this document is for guidance only and is extracted from open access web sources as referenced.

⁴ http://www.flemingclt.ca/documents/program_qa/selfStudyDocuments/20ProgramAdvisoryCommitteeOrientationGuide.pdf

The *minimum* number of representatives included on any Committee should be six (6). This does not include college employees/resource people. The Student Representative is a voting member of the Committee. The Co-ordinator and Academic Team Leader, Campus Principal, are non-voting resources to the committee; other faculty members are encouraged to attend as observers.

Terms of Appointment

The term of membership is a minimum of 3 years, once renewable. Key agencies/industries may have a standing representative on the committee.

Committees are structured so that not every term expires at the same time.

Should a member miss two consecutive scheduled meetings without advising the Chair, that individual shall be deemed to have withdrawn from the committee.

Procedures for meetings

The Chair, an external representative, is elected annually at the end of the first meeting. The Academic Team Leader/Campus Principal (or designate) will perform the duties of the Chair for new programs under development.

The Chair is responsible for preparing the agenda, in consultation with the Program Co-ordinator/chair/head of the department. Standardized templates for agenda items will include:

- Program Updates
- Program Effectiveness
- Learning Outcomes
- Marketing Strategies
- Opportunities for Graduates

All follow-up items from the previous meeting should be reported on by the individual responsible.

Preparing and distributing the meeting agenda and pertinent information within two weeks of the date of the meeting.

All meeting logistics, including confirming attendance, booking the meeting room, ordering hospitality, equipment, etc.

A quorum (majority of the committee) is required for an official Advisory Committee meeting. **Note** – The use of technology will be encouraged to assist individuals when not able to attend a meeting in person, or when it is not possible to convene a meeting of the committee as a whole.

The next meeting date is tentatively set by the Committee, at the conclusion of the meeting.

Committee members are reimbursed for reasonable travel expenses incurred for attending meetings, upon submission of receipts and mileage.

Minutes of the meeting are prepared and forwarded to the following individuals, within two weeks:

- All members of the committee

- Program faculty
- Academic Team Leader/Campus Principal
- Program Co-ordinator
- Vice-President Academic
- Chair, Academic & Student Affairs Committee

Official minutes are maintained in the respective academic department office.

Frequency of Meetings

Advisory Committees are to meet at least twice per year, and more frequently when addressing issues such as program modification or curriculum renewal.

If a meeting is not held within a year, the respective Academic Team Leader will consult with the Program Co-ordinator, Chair of the Committee and provide the Vice-President with rationale.

Periodic assessment of the effectiveness of the advisory committee will occur every 2 – 3 years.

Conflict of Interest

Academic institutions, as part of the broader public sector, are subject to a greater level of public scrutiny than many other organizations. The public's perception of universities and colleges is important and its trust and confidence in them can only be sustained if all forms of conflict of interest are identified, disclosed and resolved.

Advisory Committee members are expected to arrange their private matters and conduct themselves in a manner to avoid a conflict of interest. Where an Advisory Committee member has an interest in College business involving potential monetary or non-monetary effect that may compete with, or supersede, the duties and responsibilities of the member, a conflict of interest must be declared – be it real, potential or perceived.

There may also be circumstances where an individual sits on an advisory committee at another college. Such individuals would be expected to declare this as a *potential conflict* and undertake to maintain the confidentiality of the discussions of the respective Advisory Committees.

The Chair of the Advisory Committee would rule on the declaration as to the member's participation in specific meetings, debate, voting, etc. The Chair's decision is final.

This guideline is provided to protect, in a preventative fashion, both the college and members of advisory committees. It will also ensure that Fleming College is able to attract qualified advisory committee members to assist in providing input to the college.

Appendices

Template for:

A1: Sample of Meeting Agenda

A2: Sample of Minutes of Meeting

A1: Sample of Meeting Agenda⁵



(Name) Advisory Committee
(School Name)
(Date, Location, Time)

Please RSVP to (Contact Name) via email to (email address)

AGENDA

LEAD

- | AGENDA | LEAD |
|---|----------------|
| 1. Welcome and Introductions | Chair |
| 2. Additions to the Agenda | Membership |
| 3. Acceptance of Agenda | Membership |
| 4. Approval of Minutes from | Membership |
| 5. Business/Actions Arising from Previous Minutes | Membership |
| 6. Discussion Items | |
| 6.1 External Membership Information Sharing | Membership |
| 6.2 College/School Update and Program Update | Dean/designate |
| 6.3 Continuing Education Update | |
| 6.4 Student Voice | |
| | Membership |
| 7. Additional Agenda Items | |
| 7.1 | |
| 7.2 | |
| 7.3 | Membership |
| 8. Decisions/Recommendations | Membership |
| 9. Future Meeting Date | Chair |
| 10. Adjournment | |

⁵ <http://cafe.durhamcollege.ca/index.php/resources/program-coordinators/internal-and-external-liaison/program-advisory-committees-pac>

A2: Sample of Minutes of Meeting

Institution Logo

**(Name) Program Advisory Committee
(School Name)
Minutes of (Date)**

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

External Committee Member

Name	Title	Organization
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Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
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Elected Faculty/Staff Representatives

Name	Title
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Guests/Unelected Faculty/Staff

Name	Title	Organization
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REPORT PREPARED BY: (Name)

DATE: (Date)

MINUTES REVIEWED BY CHAIR

DATE: (Date)

Institution Logo

**(Name) Program Advisory Committee
(School Name)
Minutes of (Date)**

Present:

Regret(s):

Guest(s):

- 1. Welcome and Introductions**
- 2. Additions to the Agenda**
- 3. Acceptance of the Agenda**
- 4. Approval of Minutes**
- 5. Business/ Actions Arising from Previous Minutes**
- 6. Discussion Items**
 - 6.1 External Membership Information Sharing**
 - 6.2 College/School Update and Program Update**
 - 6.3 Continuing Education Update**
 - 6.4 Student Voice**
- 7. Additional Agenda Items**
 - 7.1**
 - 7.2**
 - 7.3**
- 8. Decisions/Recommendations (action items)**
- 9. Future Meeting Date**
- 10. Adjournment**