

Title: Programme Advisory Committees	Number: 4.24.1009.1
Approved by the Board of Governors Date: October 26, 2009	Implementation Date: October 26, 2009
History: Scheduled Review Date: 2012	Origin: Administration

Rationale

The H. Lavity Stoutt Community College believes that the community it serves plays a vital role in programme development and continued programme relevance and excellence. The College is committed to providing vehicles whereby external stakeholders can have an opportunity to give input in areas of interest and concern.

Policy

Programme advisory committees are appointed by the President of the College to advise on matters related to programme offerings and their relevance. The Dean will be responsible for the overall effectiveness of this advisory function. The Dean and Department Head shall be responsible for developing a pool of candidates for committee appointments and presenting to the President.

A programme advisory committee will be appointed to advise on a programme or group of closely related programmes. The Committee's role can be further defined as follows:

- To review curricula and advise on their relevance
- To review and advise on teaching resources
- To review programme structure and delivery modalities
- To assist in identifying expected student learning outcomes
- To gather feedback on the performance of the programme
- To assist in gathering feedback on the performance of programme graduates

Membership

1. Each programme advisory committee will be composed of four to eight external members and at least two faculty or other appropriately qualified members of the College community, with the total voting membership being an odd number.
2. The Department Head will serve as an ex-officio voting member, and will act as the Committee's secretary. The Dean will also serve as a non-voting ex-officio member of the Committee.
3. Members are expected to attend meetings regularly and generally participate in the activities of the committee.
4. Members are expected to exemplify their commitment to the institution and the programme by their willingness to positively promote the programmes and facilitate the achievement of its goals where possible.

Appointment

The President will appoint members to the programme advisory committees for a term of three years with a possibility of reappointment. Initially some members will be appointed for two years in order to have a staggered replacement schedule which will promote continuity. The President will make appointments to fill mid-term vacancies resulting from revocation of appointment or resignation.

The President, in consultation with individuals in the relevant field, shall name a chairperson for the committee among the external membership of the committee. The term of office for the chairperson shall be for a period of one year.

All new advisory committee members will receive an orientation to their role on the advisory committee from the relevant Dean.

Meetings

1. The relevant Department Head will function as the committee's secretary and will facilitate the work of the committee by providing logistical support related to the hosting of meetings and any follow-up activity. Minutes will be taken of every committee meeting and forwarded to the relevant Dean. A recording secretary may be utilised.
2. The chair will call committee meetings and set the agenda in consultation with the secretary. In the event of the absence of the chair, the secretary shall chair committee meetings.

Programme advisory committee meetings will take place at least once a semester.

3. The committee shall use *Robert's Rules of Order* to guide the work of the committee meetings.

Recommendations

Programme advisory committees shall make formal recommendations in writing to the relevant Dean, who shall forward them to the President for distribution to the relevant College bodies. Any recommendation forwarded to the Dean must be endorsed by a majority of the members of the programme advisory committee and this endorsement should be recorded in the minutes.

Committee Expenses

Expenses related to the hosting of meetings will be borne by the College. Committee members who incur travel costs (airfare, boat or taxi fares) in order to attend meetings shall be reimbursed provided that a receipt is presented to the relevant Department Head.