PROGRAM ADVISORY COMMITTEE(S) POLICY

Policy Name:
Program Advisory Committee(s)

Responsible Owner   : 0 Tc 9SpanMC /P <</4CIDBDTc :

A. PURPOSE

Douglas College believes that the community it serves fulfills an important role in program development and continuing program relevance. Program Advisory Committees build and facilitate relationships with employer groups, community organizations, professional associations and related educational institutions to encourage innovative and inspiring approaches to learning in both traditional and non-traditional settings and to ensure that timely and responsible formative evaluation keeps all College activity relevant and current.

OBJECTIVES OF ADVISORY COMMITTEES

To provide advice on:

x the relevance of the program in preparing students for employment in the field/sector;

x opportunities for program development related to current and emerging industry trends, including research and technological advancements;

x changes in sector recruitment and hiring practices;

x strategies for recruiting students and enhancing public and sector specific awareness of the program;

x experiential learning opportunities for program students;

x potential employment opportunities for program graduates;

x obtaining support for students through bursaries and scholarships;

x gathering information on knowledge, skills and abilities of graduates working in the field;

x the program review process as required.

B. SCOPE

- x ASSOCIATE DEANS/DEANS
- x CHAIRS
- x DIRECTORS
- x EDUCATION COUNCIL
- x FACULTY MEMBERS
- x PROGRAM ADVISORY COMMITTEES
- x PROGRAM COORDINATORS

C. DEFINITION

Responsible Administrator: the Associate Dean, Dean or Director who oversees the program.

D. POLICY STATEMENTS

A Program Advisory Committee will be established for each career-oriented program offered by Douglas College to ensure ongoing communication between the College and the industry or workplace the program is intended to serve and to provide advice and guidance commensurate with the expertise of individual members.

An ad hoc Program Advisory Committee will be established for any new career-oriented program under consideration to examine its feasibility and recommend whether the College should develop and implement the proposed program. The ad hoc Program Advisory Committee terminates upon reaching a decision concerning the proposed program, or upon appointment of a regular Program Advisory Committee.

At the discretion of the Responsible Administrator, Program Advisory Committees may also be established for open enrollment programs or programs offered within the division of Student Affairs.

SELECTION OF VOTING MEMBERS

Program Advisory Committees should include at least three external members.

External representatives may include appointees from the following constituencies, as appropriate to the program:

- x Employers, community advisory groups or partners (e.g., local First Nations)

TERM OF APPOINTMENT FOR VOTING MEMBERS

The term of appointment is typically up to three years, with ideally one half of the members having anniversary dates one year later than the other half to provide continuity. It is recommended that a member serve a maximum of two consecutive terms.

NON-VOTING COLLEGE REPRESENTATIVES

A Program Advisory Committee shall include as non-voting members the Responsible Administrator and Program Coordinator. Additional Coordinators or program faculty may be invited by the Responsible Administrator to attend meetings as resource personnel. Other College employees may be appointed by the Responsible Administrator to provide guidance to a Program Advisory Committee. The Program