

# PROGRAM ADVISORY COMMITTEE STANDARDS AND PRACTICES

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Sir Sandford Fleming College is proud of its role in developing and maintaining programs that anticipate and meet the evolving needs of the workplace. Fleming's graduates leave us ready and able to apply specific skills, training and personal development to dynamic and fulfilling careers.

The success of our graduates is a direct result of the active interchange between the college and community. Program Advisory Committees (PACs) provide a partnership with the community that addresses the needs of business and industry. Advice from Program Advisory Committees plays an instrumental role in helping to provide a quality, industry-relevant education for our students.

**Program Advisory Committee members offer first-hand experience and knowledge of the opportunities and challenges within their industry. Members have a dedication and commitment to excellence in education.**

## **Our Mission**

To empower our students with the innovative education, research and real-world experiences they need to build better lives, better communities and a better world.

## **Our Vision**

Creating prosperity and transforming communities through education and innovation.

## **Our Values**

We will achieve our vision and mission by adhering to our values, which are: Responsiveness, Innovation, Collaboration, Inclusiveness, and Accountability

## Your Role in Developing Quality Education

Your role as a member of an advisory committee is to provide counsel, opinion and advice on academic matters concerning the program or cluster of programs. Responsibility for all decisions rests with the college's Board of Governors and its administration. The college asks Advisory Committees for assistance in the following ways:

- Informing the scope, relevance and currency of program curriculum including defining the body of knowledge, competencies and skills required by graduates;
- Assisting with facility design and determination of equipment requirements for new and modified programs;
- Providing leads on graduate placement opportunities;
- Suggesting opportunities for field placement and/or other work-integrated learning opportunities.
- Assisting in equipment acquisition through industry donation or industry partnerships;
- Developing an Industry network and establishing relevant partnerships;
- Promoting the program to prospective students and employers;
- Acquiring industry sponsorship for student awards;
- Providing relevant career information for prospective graduates
- Providing advice on the appropriateness of new programs in relation to employment demands and student

## Membership

Members are appointed by the President and Board of Governors of the College, on the recommendation of the Dean include representation from: Major employer groups across the region/province; Government agencies and appropriate regulatory bodies; professional associations; sector councils; a recent program graduate; Alumni; A current student representative from each year of study within the program; School Board representative(s) as appropriate; Career & Employment Resources personnel are invited to attend meetings, where possible.

The **minimum** number of external representatives on any Program Advisory Committee should be six (6) members. Program faculty may be invited to attend as required by the agenda. All internal College employees/resources people are non-voting and ex-officio.

## Organization and Reporting Structure

Program advisory committees report to the Board of Governors of Fleming College.

Each advisory committee elects a Chair annually who is responsible for calling at minimum one committee meeting per year on his/her initiative or at the request of the college or other committee members.

There is standard agenda template to be used and will be distributed for review by the Dean's office and finalized in consultation with the Chair of the PAC.

## 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.

## Frequency of Meetings

Fleming College policy stipulates that Advisory Committees are required to meet at least once per year, and more frequently when addressing issues such as a major program modification.

Periodic assessment of the effectiveness of the advisory committee will occur every 2-3 years under the direction of the Quality Assurance Office.

## Operation

1. Program advisory committees meet at a minimum, **once** per academic year. Meetings may be convened more frequently when addressing issues such as major program modifications.
2. It is the Dean's responsibility to initiate the meetings, in liaison with the Program Co-ordinator, and using a standard agenda template, send a draft agenda to the Chair of the PAC for confirmation. Assistance is provided through the Administrative Assistant in the Dean's Office.
3. Meetings will typically be between 2-4 hours in length, with quorum being 50% of the external members.
4. Distribution of minutes:
  - √ All members of committee
  - √ Program faculty
  - √ Program Co-ordinator
  - √ Dean
  - √ Vice-President Academic
5. Any member of the Board of Governors wishing to attend can request an agenda through the Office of the Vice- President Academic.
6. An orientation package, to include both overall college and program- specific information will be provided to all new members.
7. All internal College/resource staff to the PAC, including the Co-ordinator and Dean are non-voting members of the committee.
8. Reasonable travel expenses incurred by members in order to attend committee meetings are paid by the college on submission of receipts and mileage.
9. The Administrative Assistant, in consultation with the Dean, is responsible for preparing and distributing the minutes within 3-6 weeks of the date of the meeting.