

Program Advisory Committee Meeting Agenda

Community Integration through Cooperative Education

Date and Time: 10/3/2017 12:00 AM 1 p.m.

Location: 599 Brealey Drive, Room B3347, Sutherland Campus

Agenda Items

Agenda Topic	Action Required	Presenter
1. Call to Order – Welcome and Introductions	None	All
2. Approval of Agenda	For Approval	All
3. Conflict of Interest Declaration	For Information	All
4. Approval of Minutes from Previous Meeting	For Approval	All
5. CICE Curriculum Updates	For Information	Joan Connolly
6. CICE Orientation, August 30th (Feedback from members in attendance)	For feedback	All
7. Employment Profile Form (partnership with Fleming Career services)	For Information	Joan Connolly
8. Next Meeting Date		
9. Adjournment followed		

Resources Provided

Enclosed Documentation:

1. CICE PAC Minutes – November 10th, 2016
2. Parking Pass Code
3. CICE Coordinator's Report
4. Associate Dean's Report

Advisory Committee Roles and Responsibilities

Your role as a member of an advisory committee is to provide counsel, opinion and advice on academic matters concerning the program or School.

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:

- o Informing the scope, relevance and currency of program curriculum
- o Providing advice on the appropriateness of new programs in relation to employment demands and student needs
- o Defining the body of knowledge, competencies and skills required by graduates
- o Assisting with facility design and determination of equipment requirements for new programs
- o Providing leads on graduate placement opportunities
- o Suggesting opportunities for field placement locations and promoting the program to prospective students
- o Assisting in equipment acquisition through industry donation or industry partnerships