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# Program Advisory Committee Meeting Agenda

Community Integration through Cooperative Education

Date and Time: 11/10/2016 1 p.m.

Location: 599 Brealey Drive, Room B3330, Sutherland Campus

## Agenda Items

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| |  |  |  | | --- | --- | --- | | Agenda Topic | Action Required | Presenter | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Call to Order – Welcome and Introductions | None | All | |  | Approval of Agenda | For Approval | All | |  | Conflict of Interest Declaration | For Information | All | |  | Approval of Minutes from Previous Meeting | For Approval | All | |  | CICE Curriculum Updates | For Information | Joan Connolly | |  | CICE Open House & Information Night – November 7th – 6:30 p.m., Room A1111 (Feedback from members in attendance) | For feedback | All | |  | Employment Profile Form (partnership with Fleming Career services) | For Information | Joan Connolly | |  | Next Meeting Date |  |  | |  | Adjournment followed |  |  | |

## Resources Provided

Enclosed Documentation:

1. CICE PAC Minutes – June 22, 2016

## 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:

* 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
* Providing leads on graduate placement opportunities
* Suggesting opportunities for field placement locations and promoting the program to prospective students
* Assisting in equipment acquisition through industry donation or industry partnerships