

THE BOARD OF GOVERNORS OF THE CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS OF THE CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY (herein called the Corporation) for the general conduct of the affairs of the Corporation as follows:

POLICY

In accordance with the Ministry Binding Policy Directive, Canadore College of Applied Arts and Technology shall establish Program Advisory Committees, known as "Program Advisory Committees of Canadore College".

1. STRUCTURE

Advisory Committees will be established for each program of instruction or cluster of related programs offered at the college and are made up of a cross-section of persons external to the college who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program.

Advisory Committees provide liaison and contact between the college and business, industry, government and other employing sectors of the community.

2. TERMS OF REFERENCE

- 2.1 Advisory Committees are expected, in an advisory capacity, to:
 - 2.1.1 recommend and assist in development of new programs responsive to the needs of a specific profession, industry or sector,
 - 2.1.2 identify knowledge, skills and characteristics required of graduates in an area of study
 - 2.1.3 identify future directions and potential areas of growth relevant to a program and the sector served,
 - 2.1.4 estimate industry/professional demand for graduates,
 - 2.1.5 monitor the educational currency and needs of specific programs,
 - 2.1.6 participate in program review/revitalization.

2.2 Consistent with the role of Advisory Committees in providing advice on program development and review, they may also be expected to:

2.2.1 help maintain good college relationships with business, industry, professional associations and the community by disseminating information about programs and graduate success,

2.2.2 assist with the establishment of scholarships and bursaries

2.2.3 advise the college on faculties and equipment

2.2.4 assist in student recruitment and student placement

2.2.5 advise on external certification requirements.

3. MEMBERSHIP

3.1 Ideally, Advisory Committees are comprised of eight to ten members from outside the college who are appointed by the Board of Governors on the recommendation of the President. Members are selected from labour, employers, professional and trade organizations, other educational institutions, and social and government agencies.

All members will have background and experience relevant to the program area.

Gender and cultural balance will be maintained, where possible, as appropriate to the program of instruction.

Membership must include at least one recent alumnus of the program.

3.2 Each Advisory Committee will have two current students from the program area. One of these students will be in his/her final year of study.

4. PROCEDURES

4.1 Members normally serve a term of three academic years. A member may be appointed to a second term. An individual may be recommended for another tenure on an Advisory Committee upon application to the President.

4.2 Each Advisory Committee will elect its Chair, who conducts the meeting according to a mutually agreed upon procedure. The term of office for the Chair of an Advisory Committee is two years.

- 4.3 Appointments will be arranged so that one-third of the Advisory Committee changes every two years. Since the successful function of Advisory Committees depends greatly on the contributions and participation of members at meetings, regular attendance is required. If a member misses more than two consecutive meetings, or the majority of meetings during their term, the Advisory Committee Chair will review the member's continuation on the Advisory Committee.
- 4.4 College staff provide information and resources to Advisory Committees. College staff may not vote or make motions at Advisory Committee meetings.
- 4.5 Advisory Committees will normally meet twice or more per year, but must meet at least once per year, usually in the fall semester. Additional meetings may be scheduled as required.
- 4.6 Meetings require a quorum defined as 50 % of the voting members.
- 4.7 College staff will record minutes, prepare the agenda under the direction of the Chair, distribute information and notify members of scheduled meetings.
- 4.8 Minutes of Advisory Committees are distributed to members for approval and then sent to the Office of the Vice-President, Academic for presentation of all recommendations/motions in an annual report to the Board of Governors. The Vice-President, Academic will respond to Advisory Committees with the Board's response to specific recommendations/motions.
- 4.9 A schedule of Advisory Committee meetings will be provided to the Board of Governors at its November meeting. Inactive advisory committees will be flagged for the Board of Governors.