



POLICY AND PROCEDURE STATEMENT

SUBJECT: Program Advisory Committees	CATEGORY: Academic Programming	NO. 112
--	--	-------------------

PREAMBLE

Saskatchewan Polytechnic believes that the communities it serves play a vital role in high-quality program development and continued program relevance and excellence. Direct community involvement is characterized by valuing external expertise and input and by a commitment to engage external stakeholders through a variety of forums, both formally and informally.

POLICY

Program advisory committees provide an effective link between Saskatchewan Polytechnic and the various public and economic sectors it serves. Program advisory committees will provide advice, recommendations and guidance to assist in ensuring program quality, relevance and currency. Program advisory committees will be established for each certificate, diploma, and degree program at Saskatchewan Polytechnic.

PROCEDURES

1. General Guidelines

- 1.1 Program advisory committees will be established for each certificate, diploma and degree program offered by Saskatchewan Polytechnic (advisory committees are optional for applied certificate and advanced certificate programs). One committee may serve two or more closely related programs.
- 1.2 If a program is located at more than one campus, all locations of the program will be served by a single advisory committee.
- 1.3 Programs will consult their advisory committee prior to making major academic changes.
- 1.4 In situations where a trade board exists for a program, the trade board will normally carry out the function of a program advisory committee. If the trade board is unable to fulfill this function, a Saskatchewan Polytechnic program advisory committee will be established for the program.

Approved by: Board of Directors	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: November 25, 2014	Page 1 of 5 #112
------------------------------------	--	--	------------------------

2. Membership

- 2.1 Each program advisory committee will be composed of 8 - 16 appointed members, who will represent a cross-section of businesses, agencies or industries external to Saskatchewan Polytechnic that have a diversity of experience and expertise related to the particular occupational area(s) addressed by the program.
- 2.2 External representation will include relevant sector leaders, industry or professional associations, regulatory bodies and practitioners. Every effort will be made to ensure adequate geographic, equity group and previous Saskatchewan Polytechnic graduate representation. Appointed members will have voting privileges.
- 2.3 A student may be appointed to a program advisory committee by the dean.
- 2.4 Ex-officio members will include: the dean, program head(s), faculty representative(s), continuing education consultant of the applicable program and representatives from relevant government departments, as appropriate. Ex-officio members are non-voting.

3. Committee Role and Responsibilities

- 3.1 Program advisory committees provide advice, recommendations and guidance to programs on currency, relevance, quality and strategic direction. The primary responsibilities of advisory committees are:
 - a) To recommend changes to curriculum content to ensure continued program relevance and currency;
 - b) To participate in program review, validation and accreditation processes, as appropriate;
 - c) To facilitate links to the sector(s) that will lead to expanded practicum and clinical opportunities for students and to expanded job opportunities for graduates;
 - d) To assist with identifying demographic trends that will impact on the nature and extent of the need for program graduates;
 - e) To assist with the identification of trends – such as technological; advances in research and scholarship; changes in provincial or federal standards, policy or legislation; human resource planning; interprofessional education - and recommend appropriate strategies for incorporation within a program;
 - f) To recommend and assist with developing related new programs responsive to the needs of the sector;
 - g) To assist with program promotion and the general communication of information on program activities;
 - h) To assist with the establishment of scholarships and awards for students.

4. Appointment

- 4.1 Recommendations for appointment to a program advisory committee are made through the program head and dean to the president and CEO. The Saskatchewan Polytechnic president and CEO will appoint members to the program advisory committee for a term of three (3) years, with provision for reappointment for an additional three-year term.
- 4.2 Appointments will be staggered to ensure committee continuity. All appointments will commence on July 1 of each year.
- 4.3 A chairperson will be appointed from among the external membership of the committee. The

Approved by: Board of Directors	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: November 25, 2014	Page 2 of 5 #112
------------------------------------	--	--	------------------------

term of office for the chairperson will normally be for a period of two (2) years with re-appointment for up to two (2) additional years.

5. Orientation of Program Advisory Committees

- 5.1 All new program advisory committee members will receive an orientation to their role on the committee from the appropriate dean or designate, along with information about the program from the appropriate program head.

6. Meetings

- 6.1 Deans will be responsible for the overall effectiveness of the program advisory committee function.
- 6.2 The chairperson will call committee meetings and set the agenda in consultation with the relevant program head(s).
- 6.3 Program advisory committee meetings will take place at least once a year.
- 6.4 A quorum will be 50% of voting members of the committee.
- 6.5 The dean will ensure that administrative support services are provided as necessary to prepare and distribute agendas, meeting information and minutes, as per the attached recommended template.

7. Committee Recommendations

- 7.1 Program advisory committees may make formal recommendations for follow-up by the program head or for consideration by the dean.
- 7.2 Any recommendation forwarded to the dean must be endorsed by a majority of the appointed members of the advisory committee.
- 7.3 Recommendations are advisory in nature. The program head should communicate to the committee the action taken on the recommendation(s) within four months of the program advisory committee meeting.

8. Committee Expenses

- 8.1 Committee members who travel to meetings will be reimbursed their expenses, if the employer does not cover these expenses, according to the current Saskatchewan Polytechnic rates and guidelines.
- 8.2 Where there is a loss of income due to attendance, committee members are eligible to receive a \$100 honorarium for their participation in meetings. In cases where a committee member will need to cover the salary of a replacement at work (for example, educational assistants or teachers), flexibility to do so is at the discretion of the dean.

Approved by: Board of Directors	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: November 25, 2014	Page 3 of 5 #112
------------------------------------	--	--	------------------------

**Program Advisory Committee Meeting – Minutes
(Template)**

Program Name: Date:

Committee Members in Attendance:
Regrets:

Agenda

- 1.0 Call to Order/Introductions
- 2.0 Review of the Agenda
- 3.0 Review of Minutes and Action Items from Last Meeting
- 4.0 Business Arising from Last Meeting
- 5.0 Program Head Report
- 6.0 Continuing Education
- 7.0 Professional/Workplace Trends
- 8.0 Other New Business
- 9.0 Review of Membership
- 10.0 Date of Next Meeting
- 11.0 Adjournment

<p>Brief Summary of Key Discussion Points 3.1</p> <p>Motion / Recommendation/Advisory Note/Comment 3.1</p>															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Action Item</th> <th style="text-align: left; width: 30%;">Action By</th> <th style="text-align: left; width: 40%;">Date Required</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="padding: 5px;"> <p>Brief Summary of Key Discussion Points 4.1</p> <p>Motion / Recommendation/Advisory Note/Comment 4.1</p> </td> </tr> <tr> <th style="text-align: left;">Action Item</th> <th style="text-align: left;">Action By</th> <th style="text-align: left;">Date Required</th> </tr> <tr> <td colspan="3" style="padding: 5px;"> <p>Brief Summary of Key Discussion Points 5.1</p> <p>Motion / Recommendation 5.1</p> </td> </tr> <tr> <th style="text-align: left;">Action Item</th> <th style="text-align: left;">Action By</th> <th style="text-align: left;">Date Required</th> </tr> </tbody> </table>	Action Item	Action By	Date Required	<p>Brief Summary of Key Discussion Points 4.1</p> <p>Motion / Recommendation/Advisory Note/Comment 4.1</p>			Action Item	Action By	Date Required	<p>Brief Summary of Key Discussion Points 5.1</p> <p>Motion / Recommendation 5.1</p>			Action Item	Action By	Date Required
Action Item	Action By	Date Required													
<p>Brief Summary of Key Discussion Points 4.1</p> <p>Motion / Recommendation/Advisory Note/Comment 4.1</p>															
Action Item	Action By	Date Required													
<p>Brief Summary of Key Discussion Points 5.1</p> <p>Motion / Recommendation 5.1</p>															
Action Item	Action By	Date Required													

<p>Approved by:</p> <p>Board of Directors</p>	<p>Sponsored by:</p> <p>Associate Vice President Academic and Research</p>	<p>Current Issue Date:</p> <p>November 25, 2014</p>	<p>Page</p> <p style="text-align: right;">4 of 5 #112</p>
---	--	---	---

RELATED POLICIES/DOCUMENTS

None

APPLICABLE LEGISLATION OR REGULATIONS

None

AMENDMENT HISTORY

- 1. Original issue date: January 9, 1988
- 2. Revision dates: April 7, 1988
September 1988
March 6, 1991
December 17, 1993
December 17, 1999
October 27, 2000
September 21, 2007
June 18, 2010
November 25, 2014
- 3. Scheduled review date: November 25, 2019

Approved by: Board of Directors	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: November 25, 2014	Page 5 of 5 #112
------------------------------------	--	--	------------------------