



Procedures

Policy Name	Program Advisory Committees		
Policy #	112	Category	Academic
Policy Sponsor	Special Advisor to the Provost	Previous Revision Date	November 2014
Policy Approved by	President & CEO	Revision Date	June 18, 2018
Procedures Approved by	Provost and Vice President, Academic	Review Date	See Policy Review Date or as Required

See the related [POLICY](#).

DEFINITIONS

Credential: A credential is awarded for successful completion of a credit program. The successful student receives a parchment that specifies the credential received. For additional information about our credentials, see Credentials policy # 114.

Program: A program is a defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of program credentials are contained in the Credential Qualification Framework available in the Saskatchewan Polytechnic Program Operating Procedures manual.

Credit course: A credit course is a defined set of learning outcomes, related learning activities and assessment that has credit units assigned.

PROCEDURES

1. General

- 1.1 One Program Advisory 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 Program Advisory Committee.
- 1.3 Programs will consult their Program 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.

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.

Efforts should be made to seek a combination of people that are in positions of strategy, operations, and expertise to garner a broad range of advice.

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 In addition to the dean, ex-officio members may include: associate dean, academic chair, program head, program faculty (including Arts and Science faculty where applicable), continuing education consultant of the applicable Program and representatives from relevant government departments, as appropriate. A student may be appointed to program advisory committee by the dean as an ex-officio member. 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, and quality. The primary responsibilities of advisory committees are:

- a) To advise on broad-based occupational or program competency expectations and on expected future needs;
- b) To participate in program review, validation and accreditation processes, as appropriate or required;
- 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 changes; opportunities for applied research and scholarship; changes in provincial or federal standards, policy or legislation; human resource forecasts; need for inter-professional education and recommend appropriate strategies for incorporation within a Program;
- f) To recommend development of related new Programs responsive to the needs of the sector;
- g) To advocate for and assist with Program promotion and the general communication of information on Program activities;

- h) To assist, and where possible, support efforts to secure Program donations and funding for student scholarships and awards.

4. Appointment

4.1 Membership Appointment

- a) Academic Chairs shall solicit nominations for committee membership from the representative groups described in Section 2.
 - b) Program deans shall review the list of nominees to fill vacancies on advisory committees and forward recommendations to the provost and vice-president, academic at the Saskatchewan Polytechnic administrative offices. The deadline for the list will be May 15 of each year.
 - c) The provost and vice-president, academic will present the list to the president for final approval.
 - d) Appointments will be for a term of three years, with a provision for reappointment for an additional three-year term. Appointments shall be staggered to ensure committee continuity. All appointments shall commence on July 1 of each year.
 - e) The membership may be updated as required to fill vacancies on the committee after the July 1 appointment. The dean will make these appointments. The terms for those appointed under the provisions of this section will expire June 30 of the academic year of appointment. These appointments will be full-voting members.
- 4.2 A chairperson will be appointed from among the external membership of the committee. The 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. The role of the chairperson will include:
- a) Confirming agenda and approving meeting minutes;
 - b) Chairing the program advisory committee meetings; and
 - c) Promoting and encouraging dialogue amongst Program Advisory Committee members.

5. Orientation of Program Advisory Committees

- 5.1 Once appointments to the Program Advisory Committees have been approved, Program deans will send written confirmation of the appointments to all new committee members, together with a copy of the Program Advisory Committee policy and procedures.
- 5.2 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 academic chair.

6. Meetings

- 6.1 Deans will be responsible for the overall effectiveness of the Program Advisory Committee function.

- 6.2 The Academic Chair, in consultation with the dean's office and Program Advisory Committee chair, will call meetings and set the agenda.
- 6.3 Program Advisory Committee meetings will take place at a minimum of once a year.
- 6.4 A quorum will be 50% of voting members of the committee.
- 6.5 The program 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.
- 6.6 Minutes for all Program Advisory Committee meetings will be taken as per the Saskatchewan Polytechnic Program Advisory Committee minutes' template and guidelines.
- 6.7 Once affirmed by the Program Advisory Committee chair and dean or designate, minutes will be circulated to all Program Advisory Committee members, as well as to applicable school and program faculty.
- 6.8 Minutes will be made available for review, when requested, to relevant government ministries or departments. Any distribution, or request for minutes outside of the Program Advisory Committee members or Saskatchewan Polytechnic, will be coordinated and completed by the office of the Provost and Vice President, Academic.

7. Committee Recommendations

- 7.1 Program Advisory Committees may make formal recommendations for follow-up by the academic chairs 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 Program Advisory Committee.
- 7.3 Recommendations are advisory in nature. The academic chairs should communicate to the Program Advisory Committee the action taken on the recommendation(s) within four months of the Program Advisory Committee meeting.

8. Committee Expenses

- 8.1 Program Advisory 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 Program Advisory 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.