

G.11 Program Advisory Committees

Administration and Management

Nunavut Arctic College

Nunavut Arctic College Program Advisory Committee

POLICY

The Board encourages and supports the establishment of Program Advisory Committees to assist in program design, development and evaluation.

PRINCIPLES

1. Recognizing the dynamics of change in society and in specific work requirements, the College is committed to community involvement in the development, evaluation and maintenance of relevant programs.
2. Representation should reflect those individuals and organizations willing and able to provide useful input into the process of ensuring a high quality of program content and/or who can help in identifying employment opportunities for graduates.

PROCEDURE

1. The Board of Governors appoints members to the Advisory Committees, through the President.
2. Recommendations for membership may originate from the Committee, a professional body, concerned individuals or groups, graduates or College staff.
3. Appointments will typically be for a period of three years (or as varied upon initial structuring of a committee), and individuals may be recommended for re-appointment for one subsequent term.
4. Advisory committees are voluntary and should normally not exceed seven external members. No honoraria are paid for this service.
5. Members shall elect a chair and vice-chair to chair meetings.
6. The Dean and Senior Academic Officer may attend as non-voting, ex-officio participants, but shall not chair or hold any other role in such committees. Other College staff may attend at the Chairperson's discretion.
7. Committees should meet at least twice a year or as often as deemed necessary by the chair, or a majority of members. Meetings may occur by teleconference or as face-to-face meetings as the program budgets permit.
8. Evaluation and recommendations on program or course planning, curricula modification or other actionable advice shall be dealt with by the program manager in consultation with the

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Senior Academic Officer. The Program Manager will keep committees informed as to the feasibility and status of such recommendations.

9. Minutes of the meetings of such advisory committees shall be circulated to members, the Dean, the Senior Academic Officer and the President.
10. Terms of Reference for Program Advisory Committees are attached in Appendix G.11.

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Appendix G.11 i



Advisory Committees Terms of Reference

Why Advisory Committees

Advisory Committees assist the Board of Governors by supporting existing programs that are offered throughout the College. These Committees are a vital link between the College and the community in monitoring local needs and in assuring the continued relevance of College programs. The intent of these Committees is to make programs employer/partner driven, while still maintaining the standards the College must meet.

Who Serves on Advisory Committees

An active Advisory Committee is a benefit to an existing program. The representatives must be selected to ensure regional representation and should be made up primarily of client employers, graduates and current students, with some Nunavut Arctic College representation included.

Members of the Advisory Committees are appointed by the Board of Governors through the President, based upon recommendations of the appropriate Program Manager and Deans. Recommendations for membership may originate from the Committee, a professional body, concerned individuals or groups, graduates or College Staff.

Appointments will typically be for a period of three years (or as varied upon initial structuring of a Committee), and individuals may be recommended for reappointment for one subsequent term. Advisory Committees should normally not exceed seven external members. The Dean and Program Manager shall attend as non-voting, ex-officio participants; staff may attend at the Chairperson's discretion.

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Appointments and replacements to the Committee will be staggered, thus new members can join the Committee while the Committee maintains a core of experienced members. If an Advisory Committee member misses more than two consecutive meetings in a year, the Committee chair can declare that position vacant.

College staff are not members of the Committee but may be asked to participate as resource personnel by the Committee chair. While Advisory Committees report to the Board of Governors, in day-to-day operations, they work in an advisory capacity to the Program Manager.

Functional Role

Members shall elect a chairperson to chair all meetings. Committees should meet at least twice a year or as often as deemed necessary by the chairperson, or a majority of the members. Meetings may be by teleconference or face-to-face, if the program budget allows. However, programs, which are in the early stages of development or undergoing significant change, may require more input from Advisory Committee members.

The Program Manager shall keep the Committee informed as to the feasibility and status of such recommendations and shall deal with recommendations for program changes or guidance in course planning or other actionable advice, in consultation with the Senior Academic Officer. Recommendations on curricula modifications are made through the Program Manager to the Senior Academic Officer.

The office of the Senior Academic Officer will be responsible for recording and maintaining a permanent file of all minutes of the meetings. Copies of the minutes for Advisory Committees shall be circulated to all members, Deans, Senior Academic Officer and the President.

Other Areas

The Committee also assists the College by:

- Assessing the overall educational needs of the community and recommends the best way for the College to respond to those needs;
- Analyzing the curriculum content of a program to make certain that the short and long-term employment requirements in the field are being met;

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- Determining related vocational areas which need development as programs or options;
- Broadening students' experiences by suggesting appropriate guest lecturers to staff and helping to arrange work experiences, co-op training, field placement and hands on experience as part of student development;
- Informing the community about College's programs and services, and acting as an advocate of the College;
- Keeping the College apprised of professional issues and developments in the identified field.