



College Practices

Reviewed: March 25, 2015
Approved: January 12, 2004
Responsibility: AOC

PRACTICE NUMBER: NC700-01
PRACTICE TITLE: Program Advisory Committees

A. Background and Definitions

Pursuant to the Minister's Binding Policy Directive on Framework for Programs of Instruction made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)* regarding Advisory Committees for Programs of Instruction as defined by Ministry Policy Directives, the Board of Governors at Niagara College has enacted a bylaw regarding advisory committees for programs of instruction.

Niagara College is committed to providing well-qualified graduates to meet the current requirements of industry, business, health care agencies and community services. To meet this goal, there is a continuing need for guidance from industry with respect to maintaining relevance within the various programs.

The key to this guidance is the system of program advisory committees that provides the vital link between the community at large and the Niagara College administration, faculty and students.

Although the Board of Governors and the administration of Niagara College are ultimately responsible for all decisions, they depend to a large degree on quality advice from advisory committees.

5. To the extent possible, the membership of each program advisory committee will broadly represent the region served by the program.
6. Members representing the above constituencies are appointed by the Vice-President, Academic. The normal term of office is for three years but terms of individual committee members can be extended by the Vice-President, Academic.
7. College employees and student curriculum committee representatives act as resource persons but are non-voting members.
8. The voting members of the committee are responsible for electing a Chair and Vice-Chair, who will not be members of Niagara College staff. The term of office of the Chair and Vice-Chair is two years with an extension to a subsequent one-year term by a majority committee vote. The maximum length of service for a Chair, in any case, shall be three consecutive years.
9. Each committee shall strive to maintain an active roster of eight (8) to twelve (12) members except where program cluster committees may require substantially larger constituencies. The minimum requirement is normally eight (8) voting members.

17. Secretarial and resource services are provided by the College staff. This includes sending out notices of meeting, arranging meeting rooms, preparing and distributing agendas and minutes and other such activities that might be required from time to time.
18. The Academic Administrator will ensure that appropriate college staff are invited periodically to attend committee meetings to discuss areas relevant to the program(s) (e.g., Employment Services, Student Services, Foundation Studies, Continuing Education,