

Program Advisory Committee
TERMS OF REFERENCE
AND PROCEDURES



Revised by the Office of VP Academic & Student Success – June 2021

PREFACE

The Minister's Binding Policy Directive on the Framework for Programs of Instruction states that:

“The board of governors is to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the college is established and is 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.”

The Board of Governors of Northern College fully supports this directive and believes that the Program Advisory Committees are essential if the College is to live up to its Vision and Mission.

VISION, MISSION AND COMMITMENTS

Vision

Empowerment through learning to build a better world.

Mission

Building community across the North through partnerships and excellence in education.

Motto

Proud to be North.

Proud to be Northern.

Guiding Principles of the Northern Educational Experience

- Learning for empowerment
- Accessibility for learners
- Diversity and inclusion for a progressive organizational culture
- Career opportunities through innovative education and transferable skill development
- Relevant applied experiences
- Value for investment
- Support for lifelong learning
- Continuous improvement
- Intentional communications
- Transparency

Commitments

At Northern College we will:

- Support, nurture and celebrate the contributions and accomplishments of learners and employees
- Connect our learners and communities through the application of accessible and innovative technology
- Foster and encourage a safe, caring, and respectful organizational culture
- Establish an organizational culture that reflects the diversity of our communities
- Work respectfully, in collaboration with Indigenous peoples and communities
- Pursue collaborative partnerships and entrepreneurial opportunities to better serve community
- Enhance the quality and access to college education through global initiatives
- Engage in applied research in the pursuit of northern development and continuous improvement
- Use our natural and built environments observing conservation and sustainable practices
- Be open, consultative and accountable
- Act with personal responsibility and integrity
- Exceed expectations

Indigenous Statement of Commitment

In aspiring to become the college of choice for Indigenous learners, we integrate recommendations of the [Truth and Reconciliation Commission](#) and the Indigenous Education Protocols developed by Colleges and Institutes Canada; and we shall conduct ourselves within the spirit of Indigenous Peoples' Teachings.

1. ROLE

The role of the Program Advisory Committee is to provide recommendations and advice to the Board of Governors and the administration of Northern College in the following areas:

- a) Labour market and associated educational needs of the community;
- b) Program requirements to meet those needs;
- c) Future trends in fields of specialty;
- d) All other matters pertaining to the curriculum, facilities, placement, employment and community relations.

In order to foster an understanding of the College and the program area, advisory committee members will be encouraged to:

- participate in the post-secondary Orientation sessions at the beginning of the Fall semester;
- participate in Open House;
- attend the Technical Report presentations, where applicable;
- act as guest speakers in the specific courses;
- participate in marketing initiatives such as high school visits;
- act as ambassadors of the program area and the College in the community;
- act as a mentor and/or participate in the Mentorship Program;
- provide regular updates on trends, skills required in the workplace and opportunities in the field;
- conduct research and provide recommendations on issues.
- stay current on communications to and from Northern College to PAC related issues.

2. MEMBERSHIP

Membership will be comprised of:

- A minimum of six (6) external members and four (4) internal members.

It is imperative that the external members be representative of the field of study to ensure relevancy in content, ongoing support and community involvement in the specific program area. External members should include a fair cross section of practitioners, management and graduates of the program area to offer direction and advice from varying perspectives.

Internal members should include the Dean responsible for the program area, a member of the Board of Governors (for communication purposes only), the program coordinator and core faculty and support staff from the program area as well as a student representative elected by the students enrolled in the program or recommended by program faculty. All internal members are individuals who have responsibilities in the program area; attendance and involvement is necessary to provide support, information and direction from the areas of responsibilities.

The President of the College and the Vice President Academic and Student Success will be ex-officio members of all Program Advisory Committees.

College employees and members of the Board of Governors are non-voting resource persons on program advisory committees.

A Recommendation for Appointment to Program Advisory Committee form ([Appendix A](#)) must be completed by the potential member and signed by the Dean of the respective department, as well as, the Vice President Academic & Student Success. The form is then submitted to the Board Office for appointment by the Board of Governors.

With this recommendation, the department will submit a full list of the advisory committee to the Board Office, indicating member(s) being replaced, if applicable.

Efforts will be made to ensure a balanced representation of culture and gender.

3. PARTICIPATION

Commitment

Membership on program advisory committees is on a volunteer basis. No remuneration will be received by the members except reimbursement of travel expenses pursuant to College policy on travel expenses.

Members will endeavor to attend all committee meetings to ensure continuity of the group.

Members who miss three consecutive meetings will be deemed to have resigned unless it is due to extenuating circumstances to be determined by the Dean and Advisory Committee Chair. The resignation will be acknowledged by the Chair at the third meeting.

Election and Role of Chair

The Chair and Vice-Chair/Co-Chair are elected annually at the first meeting of the school year among the membership of the Committee for a term of one year. If a formal nomination process is required it will be conducted by the Dean at that time.

In the absence of the Chair and the Vice-Chair of the Program Advisory Committee, the members present at any meeting shall choose one of the external members to be the Chair of the meeting.

In addition, the Chair of each advisory committee may be requested to represent his/her committee at official College functions.

4. MEETINGS

Quorum

To submit a recommendation to the Board of Governors, the presence of fifty percent plus one member (voting/external members only) of the Program Advisory Committee will be necessary to constitute a quorum. When a recommendation is to be made by the Program Advisory Committee to the Board of Governors, the **Recommendation for the Board of Governors' Consideration form** ([Appendix B](#)) must be completed and submitted to the President's Office prior to the next scheduled Board meeting. The schedule of Board meetings is available on the [Northern College website](#).

Motions

Motions arising at any meeting of Program Advisory Committee shall be decided by consensus.

Recommendations to the Board of Governors must be passed as motions.

5. FUNCTIONS

The committee will be involved in various aspects of the program of study, i.e. post-secondary, extension, retraining, apprenticeship, training in business and industry, management development programs, and community programs. Program Advisory Committee members have a responsibility to the Board of Governors, the College, the students, the employers and the community.

The special functions of the committee are to:

- advise the Board of Governors in defining the objectives of the program.
- advise the Board of Governors on the specific skills required by the students to reach the objectives.
- assist in the development and evaluation of programs of study (both full-time and part-time) and curriculum in relation to the community, the provincial and national requirements where these apply.
- advise the Board of Governors on changes in the labour market which will affect the employment of graduates and to assist in the placement of graduates where this is possible.
- discuss relative training and retraining within their fields and evaluate requirements for on-the-job training and retraining.
- advise the Board of Governors on the community reaction to the program, and any concerns regarding attrition and the graduates when this information is brought to their attention.
- advise the Board of Governors on the requirements for full-time and part-time programs of study to meet new developments and unresolved needs in the community.
- provide consultation when directed by the College, on matters in their field of specialty.
- help the College maintain a dynamic relationship with the community.
- receive reports from student, faculty, administration and committee members on the foregoing matters as necessary.
- review reports on standards updates (from the Ministry) and/or quality assurance reviews, related to the programs of study.

6. NOTICE AND FREQUENCY OF MEETINGS

Administrative support for all advisory committees will be provided by the College.

A minimum of one meeting per year academic year will be held, with the meeting dates and times determined by the advisory committee members and reviewed annually.

The agenda will be established by the Dean and resource members, in cooperation with the committee chair. The agenda and supporting data will be sent to all committee members well in advance of the meeting date.

The minutes will be sent to advisory committee members within four weeks of the date of the meeting.

7. AUTHORITY

- a) The principle of the Program Advisory Committee, proposed by the Board of Governors, is that the College welcomes advice from the Program Advisory Committee. Program Advisory Committees are essential to the provision of relevant, accessible, timely, high-quality educational opportunities that will provide the communities served by the College with the tools that they need to contribute to the social and economic development of the region.
- b) The Program Advisory Committee will make recommendations through their minutes of meetings to the President, Vice President Academic & Student Success, Dean, and the faculty and support staff of the department for information and implementation where Board approval is not required.
- c) All recommendations submitted by the Program Advisory Committee for the Board of Governors' attention must be submitted to the Board Office. A copy ([Appendix B](#)) is also sent to the Vice President Academic & Student Success.
- d) In response to the above, the Dean may complete a Report to the Board of Governors which provides more background information and recommendations on the issues at hand.


8. REPORTING TO THE BOARD OF GOVERNORS

The Board wishes to maintain a close relationship with the Program Advisory Committees. In addition to a Board representative on each Program Advisory Committee, each advisory committee will submit an annual report to the Board. The Chair of each Program Advisory Committee is encouraged to attend a Board meeting to present the report, which would include such items as:

- Committee membership – its' adequacy of representation, and function.
- Meetings – the suitability of meeting arrangements, minutes, format, and College input.
- Labour market trends, employment opportunities for graduates.
- Areas such as program objectives, training and retraining requirements, etc.

Other issues as deemed appropriate should be brought forward at this time for Board information and consideration, and the Board will be particularly interested in learning how the Board of Governors might be of more assistance to the Program Advisory Committees.

In addition, the Chair, on behalf of the committee, may make a presentation to the Board of Governors on issues of a special or urgent nature. This can be arranged by requesting to be placed on the agenda of the next Board meeting through the Board Office.

		Recommendation for Appointment to Program Advisory Committee	
1. Advisory Committee:			
2. Information re: Advisory Committee Member		Name:	
		Mailing Address:	
		Telephone: _____ (Bus) _____ (Res)	
		Fax: _____ Email: _____	
		Occupation:	
		Resume Submitted: Yes: _____ No: _____	
		Title, Firm, Location:	
		Northern College Graduate: Yes: _____ No: _____	
		Program: _____	
		Year: _____ Campus: _____	
3. Source of Recommendation:			
4. Expected Date of Appointment:			
I agree to serve on this committee:			
_____		_____	
Nominee		Date	
_____		_____	
Dean		Date	
_____		_____	
Vice President Academic & Student Success		Date	

Note: This information is collected under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, Chapter 19, S.5, R.R.O. 1980, Reg.640. The personal information will be used to determine eligibility to serve on Advisory Committee(s); to maintain record of committee members for contact and communication and professional/social activities. Any queries may be directed to the FOI Coordinator, Northern College, P.O. Box 3211, Timmins, ON P4N 8R6. Telephone (705) 235-3211.

Once signatures have been obtained, the Department will submit along with this form and supporting documentation, a full list of the Advisory Committee indicating member being replaced, if applicable, by this recommendation, to the Board Office. (Revised Dec 5/12)



Recommendation for the Board of Governors' Consideration

Name of Program Advisory Committee

Program Advisory Committee Meeting Date:

Agenda Item #

Chairperson of Program Advisory Committee:

Background:

Motion:

Moved by:

Seconded by:

For BoG Use Only

Approved ____ Not Approved ____ More Info Required ____ Further Action ____

Chairperson's Signature

Revised 09-May-19