

TERMS OF REFERENCE

1. PURPOSE OF PROGRAM ADVISORY COMMITTEES

- 1.1.** In its commitment to excellence in instructional programming and community service, Northwestern Polytechnic supports the use of advisory committees to provide a link between the Polytechnic and the community. A Program Advisory Committee shall be established and maintained for all credit programs.
- 1.2.** The primary purpose of Program Advisory Committees is threefold:
 - 1.2.1.** To provide an effective link between the professional community and Northwestern Polytechnic by utilizing business, socio-cultural, and public sector leaders as advisors to the program. In this capacity, the members will advise on the curricula and standards for programs where certificates, diplomas, and degrees are awarded by Northwestern Polytechnic.
 - 1.2.2.** To act as advocates for the Department and Northwestern Polytechnic and ensure the delivery of high quality, current, and relevant programs.
 - 1.2.3.** To assist the Department in achieving its goals and vision.

2. FUNCTION OF ADVISORY COMMITTEES

- 2.1.** Program Advisory Committees shall report to the Chair of the Department.
- 2.2.** Advisory committee activities for programs that award certificates, diplomas, or degrees shall consist of the following:
 - 2.2.1.** Advising on appropriate program objectives;
 - 2.2.2.** Defining performance standards expected by the professional field and/or level of further education and training;
 - 2.2.3.** Assisting in the identification of program strengths and opportunities for improvement;
 - 2.2.4.** Responding when requested to review and report on community issues directly affecting the program;
 - 2.2.5.** Encouraging the development of sound public relations;
 - 2.2.6.** Participating actively in program reviews;

2.2.7. and Advocating for the Department and Northwestern Polytechnic.

2.3. Advisory committee activities for university transfer programs where no certificates, diplomas, or degrees are awarded shall consist of the following:

2.3.1. Assisting in the identification of needed programs in the community;

2.3.2. Identifying opportunities for improvements in program delivery to better serve the community;

2.3.3. Reviewing and reporting on community issues directly affecting the program;

2.3.4. Encouraging the development of sound public relations; and

2.3.5. Advocating for the Department and Northwestern Polytechnic.

3. COMMITTEE MEMBERSHIP

3.1. Appointed members (Voting)

3.1.1. The Program Advisory Committee shall consist of not fewer than six (6) members selected by the Chair(s) of the appropriate departments and, with the approval of the Dean, appointed by the Provost and Vice-President Academic of Northwestern Polytechnic.

3.1.2. It is suggested that, when appropriate and possible, representatives be chosen from the following groups:

3.1.2.1. Employees in the professional occupation; including first-line supervisors from the professional occupation (responsible for entry-level employees);

3.1.2.2. Employers of program graduates (or those who completed part of their study at Northwestern Polytechnic for university transfer programs) and/or representatives from the professional or employer associations;

3.1.2.3. Public sector representatives responsible for standards of licensing, including representatives from Advanced Education;

3.1.2.4. Program graduates (or those who completed part of their study at Northwestern Polytechnic for university transfer programs); and

3.1.2.5. School division and university personnel.

3.2. Ex-Officio Members (Non-Voting)

- 3.2.1.** Course coordinators, departmental chairs, and the Provost and Vice-President Academic or designee (Dean).
- 3.2.2.** Others in Attendance (Non-Members)
- 3.2.3.** The following persons may be invited to attend by the Chair of the Program Advisory Committee:
 - 3.2.3.1.** Program staff, and
 - 3.2.3.2.** Guests at the discretion of the chair.

3.3. Membership Appointment

- 3.3.1.** Committee members shall be appointed by the Provost and Vice-President Academic of Northwestern Polytechnic in accordance with Section 7.
- 3.3.2.** Appointments will normally be made each year, for a term of up to three years with a provision for renewal for an additional three years.
- 3.3.3.** To ensure continuity, approximately one-third of the members at the initial establishment will be appointed for one, two, and three years.
- 3.3.4.** Nominations for committee membership shall be solicited by the Departmental and Committee Chairs and existing committee members from representative groups, as described in item 3.1.
- 3.3.5.** The list of nominees to fill vacancies on advisory committees shall be forwarded by the Committee Chairs to the Department Chair for review and submissions. The Provost and Vice-President Academic of Northwestern Polytechnic will provide the Departmental and Committee Chairs written confirmation of Advisory Board appointments.
- 3.3.6.** It is recognized that for certain professions, individuals will serve on the advisory committee as a matter of the office they hold, in which case it will be the decision of the advisory committee as to how these ex-officio appointments will be dealt with on their committee.
- 3.3.7.** Normally Advisory Committee appointees who miss two consecutive meetings will be deemed to have stepped down, and the vacant position will be filled.
- 3.3.8.** Appointments to sub-committees may from time to time include

non- members.

- 3.3.9.** Whenever sub-committee members differ from the appointed committee membership, the additional members must be recommended by the Chair of the Advisory committee.

3.4. Committee Renewal Process

- 3.4.1.** The sequence of activities leading to committee membership renewal/ update will be as follows:

3.4.1.1. May: Begin a review of the membership of all advisory committees to identify persons who have resigned, whose terms will expire each year, and who have been inactive to add members where necessary. Solicit replacements (or re-appointments) for the above, taking into account the need for adequate representation of interest groups. Members may stay on the Committee for a longer appointment with consensus of the Advisory Committee.

3.4.1.2. June: By June 1, each department will forward a copy of the current year advisory committee membership list for each program. These lists shall include member names, mailing addresses, postal codes, phone numbers, places of employment, and terms of appointment (1,2,3 year), as well as the name of the committee chairperson.

3.5. Expenses

- 3.5.1.** Expenses shall be made in accordance with the terms set out by the Grande Prairie Regional Approval of Travel and Reimbursement of Associated Expenses Policy.
- 3.5.2.** Meeting expenses will be provided in the same manner as normal committee expenses.

4. COMMITTEE OPERATIONS

4.1. Frequency of Meetings

- 4.1.1.** Each Program Advisory Committee shall normally meet once a year.
- 4.1.2.** Additional meetings may be scheduled at the discretion of the Committee Chair.

4.2. Administrative Services

- 4.2.1.** The Department hosting the meeting shall provide the

following administrative services in conjunction with Program Advisory Committees:

- 4.2.1.1.** Distributing meeting information;
- 4.2.1.2.** Arranging for meals, meeting rooms, special requirements, etc., where necessary;
- 4.2.1.3.** Collaborating with the Committee Chair to prepare and distribute the meeting agenda;
- 4.2.1.4.** Arranging recording secretary services to accurately record and distribute minutes of meetings; and
- 4.2.1.5.** Distributing and collecting necessary documentation from committee members (e.g., expense forms, special questionnaires, and reports).

4.3. Committee Chair

- 4.3.1.** A Program Advisory Committee Chair shall be elected from the appointed committee membership for three (3) years.
- 4.3.2.** Duties of the Chair include:
 - 4.3.2.1.** Collaborating with Departmental Chairs to schedule advisory committee meetings; prepare meeting agendas; and chair meetings;
 - 4.3.2.2.** Overseeing the approval of the minutes of meetings and ensuring their timely distribution;
 - 4.3.2.3.** Liaising, on behalf of the committee, with Northwestern Polytechnic management in circumstances where such communication is warranted and authorized by the committee;
 - 4.3.2.4.** Coordinating and directing the work of sub-committees of the advisory committee as appointed from time to time to deal with specific issues arising out of the consideration of the committee; and
 - 4.3.2.5.** Ensuring that an annual report is submitted to the Provost and Vice-President Academic by June 30.

4.4. Distribution of Minutes

- 4.4.1.** Minutes shall be distributed to:
 - 4.4.1.1.** All committee members;

- 4.4.1.2. Departmental Chairs;
- 4.4.1.3. Faculty;
- 4.4.1.4. Invited guests;
- 4.4.1.5. Provost and Vice-President Academic;
- 4.4.1.6. Appropriate Dean; and
- 4.4.1.7. Ad hoc Committees of the Advisory Committees

5. PROGRAM ADVISORY COMMITTEE RECOMMENDATIONS

5.1. Special Issues, Requests, or Recommendations

- 5.1.1. The Chairs of the advisory committee shall forward to the Provost and Vice-President Academic and the Dean the minutes of all meetings and communicate special issues, requests, or recommendations.
- 5.1.2. In all instances, where the committee's advice is not taken, a rationale shall be provided in writing by the Provost and Vice-President Academic or designee.

5.2. Correspondence

- 5.2.1. Copies of all correspondence relating to 9.1 shall be forwarded to the President.

5.3. Higher Level Approval

- 5.3.1. In instances where, in the opinion of the Committee Chairs, advisory committee recommendations may significantly impact program quality, they will be referred to Academic Council or a committee of Council after review by the Provost and Vice-President Academic.

6. DEFINITIONS

- 6.1. "Program Advisory Committee" refers to advisory bodies established by the Provost and Vice-President Academic of Northwestern Polytechnic for credit programs not specifically covered by the Alberta Apprenticeship and Industry Training Board.
- 6.2. "Program Coordinators" refers to Polytechnic personnel elected as senior program persons with responsibilities to act on matters relating to specific programs.
- 6.3. "Senior Administrators" refers to the President, Vice Presidents, and Deans.

6.4. "Appropriate Accreditation Bodies" refers to government-recognized advisory bodies which have been established under provincial or federal legislation or by a national professional association.

6.5. "Employees" refers to staff and self-employed persons engaged in an occupational area.

Approved by the Board of Governors April 25, 1994

Approved by the Deans and Chairs Council February 4, 2009

Approved by the Deans and Chairs Council June 2, 2010

Approved by the Vice-President Academic June 2, 2010

Approved by the Vice-President Academic April 21, 2014

Approved by Deans' Council March 8, 2021