THE FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

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being a by-law regarding advisory committees for programs of instruction of The Fanshawe College of Applied Arts and Technology (hereinafter referred to as the "**College**")., pursuant to the Minister's Binding Policy Directive on Framework for Programs of Instruction made under the *Ontario Colleges of Applied Arts and Technology Act, 2002* (the "**OCAATA**")

BE IT ENACTED AND IT IS HEREBY ENACTED as a by-law of the College as follows:

PROGRAM ADVISORY COMMITTEES

Structure and Committee Membership

1.	The Structure and Committee Membership is contained in Appendix A Program Advisory Committee Terms of Reference.

Terms of Reference

2.	The College shall establish program advisory committees for all programs of instruction or cluster of related programs offered at the College.

3.	The mandate of a Program Advisory Committee is to provide advice and recommendations on the following:

	(a)	Graduate skills – Provide guidance on the competencies and skills required by graduates;

	(b)	Employment prospects – Recommend and advise on student placements, including those in graduating classes for suitable part-time, summer or full-time permanent positions;

	(c)	Work Integrated Learning – Suggest and support experiential educational opportunities in industry, including field placements, clinical experience, co-operative experiences, and study abroad opportunities;

	(d)	New program development – Provide advice on opportunities to introduce new programs in response to the needs of a specific profession, industry or sector;

	(e)	Curriculum – Provide content suggestions for inclusion in the program to maintain program relevancy and currency;

	(f)	Program review – Participate in the program review process;

(g)   Research – Provide advice on integrating applied research into the curriculum and external research prospects;

(h)   Technology – Provide advice on technological trends and changes in industry;

(i)   Strategic Plan - Support the goals identified in the College strategic plan;

(j)   Academic Plan - Support the goals identified in the College academic plan;

(k)   Community Engagement – Promote and sustain effective relationships with local communities, businesses, industry and professional associations;

(l)   Student awards – Assist in the establishment of scholarships, bursaries and awards for Durham College students; and,

(m)   Guest speakers – Assist in identifying guest speakers for program courses and initiatives.

Meeting Procedures

4.   The Meeting Procedures are contained in Appendix A Program Advisory Committee Terms of Reference.

Enacted by The Fanshawe College of Applied Arts and Technology and sealed with the Corporate Seal this ___6th___ day of _____June__, 2024

_____   _____
Chair   Secretary

PROGRAM ADVISORY COMMITTEE **TERMS OF REFERENCE**

1. PURPOSE

In accordance with Board of Governors Policy D-30-05: Program Advisory Committees and College Council, and the governing legislation, regulations and the Ministry binding policy directive requiring advisory committees for programs of instruction, the President establishes program advisory committees for programs or clusters of related programs.

The purpose of advisory committees is to advise the College concerning the development, currency and community acceptance of its programs. The committees are advisory in nature and not administrative or executive. The committees may make recommendations for College programs, but do not evaluate College employees.

2. DEFINITIONS

Lead: An academic unit (School or Campus) that develops a program or course.

Affiliate: An academic unit (School or Campus) that offers a program or course that has been developed by the Lead program.

3. MEMBERSHIP AND TERMS OF OFFICE

3.1.   Program advisory committees consist of no fewer than seven members appointed by the appropriate Dean or designate. The size of a committee may vary depending on the range and diversity of the program or cluster of programs. A majority of the members must have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program(s). This membership is drawn from related professional organizations, employers, practitioners, graduates and, where appropriate, representation from other sectors such as education, community agencies, voluntary organizations and the general public. Membership is representative of the geographical area served by the College and reflects the cultural and economic interests of the communities.

3.2.   3.2. Program advisory committee members must have an arm's length relationship with the Board of Governors and with the College. Accordingly, members of advisory committees exclude Board of Governors members, full and part-time employees or students who administer, teach in, support or are enrolled in the programs within the mandate of the advisory committee.

3.3.   The above is not intended to exclude the Board from establishing linkages with the community through the attendance by Board members at advisory committee meetings.

3.4.   3.3. Normally, appointments are for a three-year term and may be reappointed.

3.5.   3.4. Advisory committees are assisted by appropriate resource persons from the responsible School, Faculty or Campus.

3.6. 3.5. Advisory committees may establish a process and criteria for addressing situations in which a member fails to participate.

3.7. These Terms of Reference may be amended by the Senior Vice-President, Academic.

4. MEETINGS AND CONDUCT OF BUSINESS

4.1. Advisory committees meet not less than once each academic year (i.e. September to August).

4.2. Some advisory committee members may be asked to participate in an External Focus Group in accordance with College policy A126: Academic Excellence. A Chair and Vice-Chair for each advisory committee are elected annually from among the members.

4.3. The manager of the relevant School, Faculty or Campus appoints a secretary for the advisory committee for their area. In advance of each meeting the secretary, in consultation with the advisory committee chair, uses the templates found in Standard 1 of this ToR to prepare and distribute an agenda and supporting material, invite any requested resource persons, and circulate minutes and reports following the meeting.

4.4. Where Lead programs have associated Affiliate programs, the Affiliate program may form a program advisory committee in accordance with this Terms of Reference. The manager of the Affiliate program's relevant School, Faculty or Campus will determine whether this delivery-specific committee is required.

4.5. Advisory committee meetings may be attended and supported by appropriate resource persons from the responsible School, Faculty or Campus.

4.6. Each committee maintains documented minutes of committee activities and recommendations. When finalized, such minutes are approved by the committee.

4.7. When an Affiliate program advisory committee exists, the minutes of the Lead and Affiliate committees shall be a standing item for review on both committee's agendas.

4.8. Advisory committee minutes and any associated reports are submitted to the appropriate Dean(s) and Associate Dean(s) and members of the advisory committee.

4.9. The Office of the Senior Vice-President, Academic is responsible for the maintenance of a central

5. REFERENCES

Provincial

Framework for Programs of Instruction

Board Policy

D-30-05: Program Advisory Committees and College Council

College Policy

A126 Program Excellence

6. ADDENDA

Standard 1: SCHOOL GUIDE FOR PROGRAM ADVISORY COMMITTEES