

AURORA COLLEGE

POLICY

Aurora College shall establish program advisory committees for programs delivered by the College.

PRINCIPLES

1. Aurora College recognizes the value of external expertise in continuing development of quality College programming.
2. The College recognizes regional uniqueness in establishing program advisory committees.
3. The College recognizes the importance of adjusting programs to meet changing needs.
4. The College recognizes the importance of maintaining all conditions for transfer agreements with other institutions for applicable programs.

PROCEDURES

1. Recommendations for membership to the Committee will be made to the President by a committee, a professional body, concerned individuals or groups, graduates or College staff.
2. Advisory Committee members will be appointed by the President, in agreement with the Terms of Reference for two (2) years. (see Appendix)
3. Advisory Committee Members will set up their committee and function according to the Terms of Reference. (see Appendix).
4. Advisory committees should normally not exceed seven external members.
5. The Chairperson of the appropriate curriculum committee shall attend as a non-voting, ex-officio participant, but shall not chair or hold any other role in such committees except as a consultant and as a liaison between the advisory and curriculum committees. Other College staff may attend at the discretion of the chairperson of the advisory committee.

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6. Members shall elect a chairperson.
7. Committees should meet through teleconferencing at least once per term or as often as deemed necessary by the chairperson.
8. Recommendations from the advisory committee on program or course planning, curricula modification or other actionable advice shall be dealt with by the curriculum committee and Director of Policy and Programs who shall keep advisory committees informed as to the feasibility and status of such recommendations.
9. Recommendations on program evaluations shall be directed to the president.
10. Minutes of the meetings of such advisory committees shall be circulated to members, the Director of Policy and Programs and the President.
11. The Director of Policy and Programs shall ensure all conditions of transfer agreements are maintained.

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APPENDIX G.07

PROGRAM ADVISORY COMMITTEE **TERMS OF REFERENCE**

1. The advisory committee members are appointed by the President.
2. Recommendations for membership may originate from the curriculum committee, a professional body, concerned individuals or groups, graduates or College staff.
3. Appointments will be for a period of two years and individuals may be recommended for reappointment for subsequent terms.
4. The advisory committee should normally not exceed seven external members.
5. The Chairperson of the Curriculum Committee shall attend as a non-voting, ex-officio participant. Staff may attend at the Chairperson of advisory committee's discretion.
6. Members shall elect a chairperson.
7. The advisory committee should meet through teleconferencing at least once per term or as often as deemed necessary by the chairperson, or a majority of members.
8. Evaluation and recommendations on program or course planning, curricula modification or other actionable advice from the advisory committee shall be dealt with by the Chairperson, curriculum committee who shall keep the advisory committee 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 Director, Policy and Programs, and the President.