



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BY-LAW NO. 2

Program Advisory Committees

Table of Contents

1.	ESTABLISHING COMMITTEES.....	2
2.	MANDATE	2
3.	STRUCTURE AND MEMBERSHIP	3
4.	COMMITTEE OPERATING GUIDELINES AND PROCEDURES	6
5.	CONSENT TO RELEASE INFORMATION	9
6.	SPECIAL PURPOSE ADVISORY COMMITTEES	9
7.	FORCE AND EFFECT.....	10

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BY-LAW NO. 2

A by-law regarding Advisory Committees for Programs of Instruction, 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)*.

In this By-law, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in the Definitions Schedule to By-law No. 1 of the College.

IT IS HEREBY ENACTED as a By-law of Durham College of Applied Arts and Technology as follows:

1. ESTABLISHING COMMITTEES

- 1.1 The College shall establish Program Advisory Committees for all programs or clusters of related programs eligible for support under the provincial operating grant.
- 1.2 In the formative or developmental stages of programs, the College may establish a temporary ad-hoc Program Advisory Committee. When the program is established, the ad-hoc Program Advisory Committee shall be dissolved in favour of a permanent Program Advisory Committee.

2. MANDATE

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

- 2.1 **Graduate skills** – Provide guidance on the competencies and skills required by graduates;
- 2.2 **Employment prospects** – Recommend and advise on student placements, including those in graduating classes for suitable part-time, summer or full-time permanent positions;
- 2.3 **Work Integrated Learning** – Suggest and support experiential educational opportunities in industry, including field placements, clinical experience, co-operative experiences, and study abroad opportunities;
- 2.4 **New program development** – Provide advice on opportunities to introduce new programs in response to the needs of a specific profession, industry or sector;

- 2.5 **Curriculum** – Provide content suggestions for inclusion in the program to maintain program relevancy and currency;
- 2.6 **Program review** – Participate in the program review process;
- 2.7 **Research** – Provide advice on integrating applied research into the curriculum and external research prospects;
- 2.8 **Technology** – Provide advice on technological trends and changes in industry;
- 2.9 **Strategic Plan** - Support the goals identified in the College strategic plan;
- 2.10 **Academic Plan** - Support the goals identified in the College academic plan;
- 2.11 **Community Engagement** – Promote and sustain effective relationships with local communities, businesses, industry and professional associations;
- 2.12 **Student awards** – Assist in the establishment of scholarships, bursaries and awards for Durham College students; and,
- 2.13 **Guest speakers** – Assist in identifying guest speakers for program courses and initiatives.

3. **STRUCTURE AND MEMBERSHIP**

3.1 **Appointment of External Members (Voting except for Governors)**

- (a) There shall be one Program Advisory Committee per Program of Instruction or, where determined by the Executive Vice-President, Academic of the College, the President, or the Board, per cluster of Programs of Instruction. The Executive Vice-President, Academic of the College and the President shall be responsible for and shall have the authority to establish, amalgamate or dissolve Program Advisory Committees in accordance with the Minister's Binding Policy Directive on Framework for Programs of Instruction, provided that the Board may also establish, amalgamate or dissolve Program Advisory Committees at its discretion.
- (b) External Members shall be appointed to Program Advisory Committees by the Executive Vice-President, Academic of the College, based upon recommendations from the program's Executive Dean/Dean. The Executive Vice-President, Academic shall send out letters of appointment to new External Members and letters of appreciation to External Members whose terms have expired or who have resigned from a Program Advisory Committee.

The Board may also appoint members to and remove members from Program Advisory Committees in its discretion.

3.2 External Member Composition

- (a) Each Program Advisory Committee will consist of a minimum of 8 and maximum of 10 External Members.
- (b) Reasonable efforts will be made to have at least one College graduate from the program as an External Member on the Program Advisory Committee for such program.
- (c) External Members are invited as individuals to represent their industries, and/or their professional standing within an industry. External Members are not considered spokespeople for their employers or companies.
- (d) A Program Advisory Committee shall not have more than one External Member employed by or having a more than 2% ownership stake in or director or officer position at an organization external to Durham College. Should an External Member not be able to attend a Program Advisory Committee meeting, a designate may be permitted to attend instead, on a case by case basis and with the prior permission of the Executive Dean/Dean.
- (e) The Executive Vice-President, Academic is responsible for ensuring the recruitment for any vacancies that occur on a Program Advisory Committee.

3.3 Review of Composition

The Executive Dean/Dean shall review the membership of each Program Advisory Committee annually and shall consider membership continuity when recommending changes.

3.4 Term of Office of External Members

- (a) The term of office for an External Member shall be three (3) years, renewable once at the discretion of the program's Executive Dean/Dean, for a total of six (6) consecutive years. Regular attendance and participation are expected.
- (b) An External Member is eligible for reappointment after two (2) years absence from the Program Advisory Committee.

3.5 **Grounds for Removal**

An External Member may be removed from a Program Advisory Committee at the discretion of the Program Advisory Committee Chair or the program's Executive Dean/Dean if the External member is absent for three (3) consecutive meetings.

3.6 **Committee Chair**

- (a) A Chair shall be appointed from the External Members of each Program Advisory Committee and shall be selected either by acclamation or majority vote.
- (b) The Chair shall serve a term of up to two years and is eligible for an additional term of up to two years.
- (c) If the position of Chair becomes vacant for any reason, the External Members shall appoint an External Member to fill the vacancy.
- (d) The Chair shall:
 - (i) Preside over all meetings with the support of the Executive Dean/Dean;
 - (ii) Provide leadership to the Program Advisory Committee and encourage the members to consider issues from a broad perspective;
 - (iii) Liaise with the program's Executive Dean/Dean to ensure that College procedures are followed and that issues requiring attention are addressed;
 - (iv) Liaise with the Durham College representative designated by the program's Executive Dean/Dean in the preparation of meeting schedules and agendas;
 - (v) Follow-up on action items as required;
 - (vi) Review minutes of meetings prior to distribution; and
 - (vii) Represent the Program Advisory Committee at College events and initiatives.

3.7 College Representation (Non-Voting)

- (a) The Executive Vice-President, Academic of the College, based on recommendations from the program's Executive Dean/Dean, shall make reasonable efforts to appoint the following additional non-voting members to each Program Advisory Committee:
 - (i) a Program Coordinator from the program or a program in the cluster of programs;
 - (ii) one additional faculty member from the program or a program in the cluster of programs;
 - (iii) a student representative from each program year; and
 - (iv) a recorder.
- (b) The Executive Dean of a program to which a Program Advisory Committee relates shall be an ex-officio non-voting member of the Program Advisory Committee.
- (c) Other program or College staff may be invited to attend and participate as resources by the program's Executive Dean/Dean.

3.8 Durham College Employees

If an External Member accepts employment at the College (whether full time or part time), their Program Advisory Committee membership will cease.

4. COMMITTEE OPERATING GUIDELINES AND PROCEDURES

4.1 Frequency and Location of Meetings

- (a) All Program Advisory Committees shall will meet at least twice per academic year. New programs, programs under review, or programs undergoing major revisions may require more frequent meetings. Additional meetings shall be called by the Chair in consultation with the Executive Dean/Dean.
- (b) Meetings shall be held in a location (including by means of telephone, electronic or other such communication facilities) and at a time agreeable to a majority of committee members.
- (c) If two meetings per academic year are not held, the respective program's Executive Dean/Dean will consult with the Program Coordinator and Chair of the Committee to provide the Executive Vice-President, Academic with a rationale.

4.2 **Meetings by Electronic Means**

- (a) A meeting of a Program Advisory Committee may be held by means of telephone, electronic or other such communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, including by teleconference.
- (b) Quorum shall be confirmed by the recorder.

4.3 **Decision Making**

- (a) The Committee will arrive at decisions by consensus of the membership. In the event that a consensus cannot be reached, a decision may be made by a 2/3 majority of the votes cast.
- (b) The College representatives who are members of the Program Advisory Committee by virtue of Section 3.7(a) and 3.7(b) shall not be eligible to vote. The External Members appointed pursuant to Section 3.1 shall be eligible to vote, provided that any Governors appointed pursuant to Section 3.1, Section 3.7(a) or Section 3.7(b) shall not be eligible to vote.

4.4 **Quorum**

- (a) Quorum is defined as fifty percent (50%) of the number of External Members serving on the committee plus one.
- (b) Members who participate in a meeting by electronic means shall be deemed to be present and shall count towards quorum.
- (c) Non-voting members on a Program Advisory Committee shall not be counted in quorum.

4.5 **Recorder**

- (a) The Executive Dean/Dean will identify a non-voting member of each Program Advisory Committee to act as a recorder and provide clerical support for each meeting.
- (b) The recorder will have the following responsibilities:
 - (i) To notify committee members of meetings and distribute agendas;
 - (ii) To manage meeting logistics;
 - (iii) To record and distribute the minutes of each meeting;

- (iv) To help co-ordinate tasks and activities for the Chair, committee members, or sub-committees;
- (v) To act as secretary to the Program Advisory Committee and assist the Chair in ensuring effective meetings; and
- (vi) To help arrange orientation for the chair and all committee members.

4.6 Meeting Minutes

Copies of all Program Advisory Committee minutes will be retained within the academic school according to the Common Records Schedule.

4.7 Responsibility and Governance

- (a) All Program Advisory Committees report to the Board.
- (b) A program's Executive Dean/Dean has overall responsibility for ensuring the effectiveness of a Program Advisory Committee.
- (c) College administration has a shared responsibility for implementing recommendations from Program Advisory Committees.

4.8 Board of Governors' Liaison

- (a) Governors may serve on a Program Advisory Committee as non-voting members. It is not mandatory that each Governor serves on a Program Advisory Committee, nor that each Program Advisory Committee has a Governor.
- (b) The Board Secretary will advise the Executive Vice-President, Academic and the program's Executive Dean/Dean of any Governor who wishes to serve on a Program Advisory Committee.

4.9 Oversight

- (a) The Executive Vice-President, Academic shall oversee the monitoring of Program Advisory Committees and shall report to the President any issues regarding the effectiveness of Program Advisory Committees and recommend amendments to this By-law as appropriate.
- (b) A report shall be provided to the Board at least annually. This report will include a summary of Program Advisory Committee membership, meeting frequency, meeting dates and recommendations.

- (c) Program Advisory Committees shall not have administrative or executive functions.
- (d) Program Advisory Committees shall not evaluate College Employees.
- (e) Program Advisory Committees shall comply with the Durham College Program Advisory Committee External Members Handbook.
- (f) The President shall ensure that Program Advisory Committees are involved in the development of new Programs of Instruction and the program review process.

5. CONSENT TO RELEASE INFORMATION

The *Freedom of Information and Protection of Individual Privacy Act* requires that consent be received in certain circumstances prior to disclosing personal information as defined in OCAATA. To protect the College, a signed 'Consent to Release Information' form shall be completed by every external Program Advisory Committee member. This form shall be kept by the program's Executive Dean/Dean and disposed of one year after a member ceases to be a member of a Program Advisory Committee.

6. SPECIAL PURPOSE ADVISORY COMMITTEES

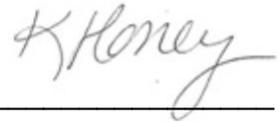
- 6.1 The Board or the College administration may create additional special purpose advisory committees to advise the College on specific issues related to community, college, student services, or needs.
- 6.2 Normally, these advisory committees will dissolve when their specific task is complete, and in any case, will be subject to annual review and renewal.
- 6.3 Each special purpose advisory committee will be provided with a mandate including a statement of the specific area or issue for which advice is being sought and the expected date of completion of the task. In the case of continuing committees, the specific terms of reference may be approved by the Board when appropriate, and will be subject to the membership, appointment and general operation guidelines set out for Program Advisory Committees.

7. FORCE AND EFFECT

7.1 By-Law No. 2 of the College, enacted on the 12th day of October, 2016, is hereby repealed.

7.2 This by-law shall come into force and take effect on the date it is finally passed by the Board.

Approved by the Board on the 8 day of June, 2022.



Board Chair



Board Secretary