



**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
BY-LAW NO. 2**

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**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
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**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)*.**

**IT IS HEREBY ENACTED as a by-law of Durham College of Applied Arts and Technology (hereinafter referred to as the "College") as follows:**

**1. BACKGROUND**

A policy directive from the Ministry of Colleges and Universities requires colleges to establish Program Advisory Committees for all programs or clusters of related programs eligible for support under the provincial operating grant.

External to the College, committee members are a selection of exceptional leaders in their fields with a diversity of program-related experience and expertise who work collaboratively with our academic community to ensure curriculum quality as well as student and graduate success.

In the formative or developmental stages of programs, the College may establish an ad-hoc Program Advisory Committee. When the program is established, the ad-hoc Program Advisory Committee shall be dissolved in favour of an official Board of Governors' Program Advisory Committee.

**2. MANDATE**

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

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

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

### 3. STRUCTURE AND MEMBERSHIP

#### 3.1 Composition

Each Program Advisory Committee will consist of a minimum of 8 and maximum of 10 external members.

Every effort will be made to have at least one College graduate from the program on a Program Advisory Committee.

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.

A Program Advisory Committee shall not have more than one representative from 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.

The College is responsible for recruiting for any vacancies that occur on a Program Advisory Committee.

#### 3.2 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.

### **3.3 Appointment of External Members**

Based upon recommendations from the program's Executive Dean/Dean, the 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.

### **3.4 Term of Office of External Members**

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 strongly encouraged.

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 and the program's Executive Dean/Dean, if the member is absent for three (3) consecutive meetings.

### **3.6 Committee Chair**

A Chair shall be appointed from the external membership of each Program Advisory Committee and shall be selected either by acclamation or election.

The Chair shall serve a one-year term and is eligible for re-election.

If the position of Chair becomes vacant for any reason, a Program Advisory Committee shall appoint an external member to fill the vacancy.

The Chair shall:

- a) Preside over all meetings with the support of the Executive Dean/Dean;
- b) Provide leadership to the Program Advisory Committee and encourage the members to consider issues from a broad perspective;

- c) Liaise with the program's Executive Dean/Dean to ensure that College procedures are followed and that issues requiring attention are addressed;
- d) Liaise with the Durham College representative designated by the program's Executive Dean/Dean in the preparation of meeting schedules and agendas;
- e) Follow-up on action items as required;
- f) Review minutes of meetings prior to distribution; and,
- g) Represent the Program Advisory Committee in communications with the College.

### **3.7 College Representation**

The College shall make every effort to provide the following representation as a resource for each Program Advisory Committee:

- An Executive Dean/Dean
- A Program Coordinator
- One additional faculty member
- A student representative from each program year
- A recorder

Other program or College staff may be invited to attend and participate as resources by the program's Executive Dean/Dean acting in concert with the Program Advisory Committee Chair.

All College representatives are ex-officio and non-voting members of the Committee.

### **3.8 Durham College Employees**

Durham College full-time, part-time, or contract employees are not eligible to be external members of a Program Advisory Committee.

If an external member accepts employment at the College (including part-time instruction in the Centre for Professional and Part-Time Learning), their Committee position will be suspended during that time.

## **4. COMMITTEE OPERATING GUIDELINES AND PROCEDURES**

### **4.1 Frequency and Location of Meetings**

All Program Advisory Committees shall will meet 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.

Meetings shall be held in a location and at a time agreeable to a majority of Committee members.

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 Vice-President, Academic with a rationale.

### **4.2 Meetings by Electronic Means**

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.

A member participating by electronic means is deemed to be present at the meeting.

Quorum shall be established by a verbal roll call conducted by the recorder.

### **4.3 Decision Making**

The Committee will arrive at decisions by consensus of the membership. In the event that a consensus cannot be reached, this should be noted in the minutes and the matter forwarded to the Vice-President, Academic.

College representatives are not eligible to vote.

### **4.4 Quorum**

Quorum is defined as fifty percent (50%) of the current external membership plus one.

Members who participate in a meeting by electronic means shall be deemed to be present and shall count towards quorum.

College representatives on a Program Advisory Committee shall not be counted in quorum.

#### **4.5 Recorder**

The Executive Dean/Dean will identify a College representative to act as a recorder and provide clerical support for each meeting.

The recorder will have the following responsibilities:

- To notify committee members of meetings and distribute agendas;
- To manage meeting logistics;
- To record and distribute the minutes of each meeting;
- To help co-ordinate tasks and activities for the Chair, committee members, or sub-committees;
- To act as secretariat to the Program Advisory Committee and assist the Chair in ensuring effective meetings;
- 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 Semi-Annual Report**

The Vice-President, Academic shall provide a semi-annual report to the Durham College Board of Governors. The semi-annual report will include Program Advisory Committee membership, meeting frequency, meeting dates and recommendations, as well as confirmation of compliance with the Executive Limitations Policy on Program Advisory Committees.

#### **4.8 Responsibility and Governance**

All Program Advisory Committees report to the Durham College Board of Governors.

A program's Executive Dean/Dean has overall responsibility for ensuring the effectiveness of a Program Advisory Committee.

College Administration has a shared responsibility for implementing approved recommendations from Program Advisory Committees.

#### **4.9 Board of Governors' Liaison**

Members of the Durham College Board of Governors may serve on a Program Advisory Committee. It is not mandatory that each Governor serves on a Program Advisory Committee, nor that each Program Advisory Committee has a Board liaison.

The Corporate and Board Secretary will advise the Vice-President, Academic and the program's Executive Dean/Dean of any Governor who wishes to serve on a Program Advisory Committee.

### **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 the Act. 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 Committee.

### **6. ADDITIONAL ADVISORY COMMITTEES**

The Durham College Board of Governors 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.

Normally, these Advisory Committees will dissolve when their specific task is complete, and in any case, will be subject to annual review and renewal.

Each special purpose or ad-hoc Advisory Committee will be provided with a draft 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 Durham College Board of Governors when appropriate, and will be subject to the membership, appointment and general operation guidelines set out for Program Advisory Committees.



## 7. FORCE AND EFFECT

By-Law No. 2 of the Durham College of Applied Arts and Technology, enacted on the 8<sup>th</sup> day of June 2011, is hereby repealed.


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

Enacted by the Board of Governors and sealed with the Corporate Seal this 12<sup>th</sup> day of October, 2016.



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Board Chair



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Corporate and Board Secretary