

Policy History
Policy No. AC1
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: November 2008

Advisory Committees Policy

A. PURPOSE

To establish the criteria for Kwantlen Polytechnic University advisory committees.

B. SCOPE

All Kwantlen Polytechnic University advisory committee members and Kwantlen employees involved with the advisory committees.

C. PRINCIPLES

1. Establishing Program Advisory Committees
 - a. Kwantlen Polytechnic University may establish Program Advisory Committees to assist the University:
 - i. in establishing and maintaining programs relevant to the needs of the communities served by Kwantlen;
 - ii. in ensuring a flow of well-trained and educated graduates into the community;
 - iii. in providing advice concerning entrance requirements, standards for programs or services, curriculum content and other components of the learning situation that may arise from time to time;
 - iv. in promoting Kwantlen's programs and services within the community and the province.

2. Functions

- a. The following specific functions apply to Program Advisory Committees:
- b. to advise Kwantlen in defining the objectives of a program of study and the specific skills needed by students to achieve the program or service objectives;
 - i. to advise Kwantlen in the development of a curriculum to meet program or service objectives;
 - ii. to assist in the evaluation of a program of study, the curriculum, and national, provincial or local requirements where applicable;
 - iii. to assist Kwantlen in identifying work placements for students during the academic year and in the placement of students upon graduation;
 - iv. to advise Kwantlen on changes in the labour market that may affect the employment of graduates;
 - v. to advise Kwantlen on requirements for new programs of study and services to meet new or emerging needs within the community.

3. Membership

- a. Program Advisory Committees draw their membership from business, industry, labour organizations and professions related to particular programs of study or services. Where possible, Committees should have a representative of an employer of program graduates, and a graduate of the program. Service Advisory Committees may have a current student as part of their membership.
- b. Each Advisory Committee normally has from six to twelve members. The term of appointment may be one, two or three years and the maximum length of service preferably will not exceed six years.
- c. Each Committee will elect its own chair from among the voting members of the Committee. Meetings will be initiated by the Committee Chair in consultation with a designated Kwantlen liaison person.
- d. Kwantlen employees are not members of Program Advisory Committees, but serve as resource persons. Similarly, one or more student representatives may be invited to attend meetings, but they are not members of the Program Advisory Committee although they may be members of a Service Advisory Committee.
- e. Appointments to Program Advisory Committees will be made by the Dean.

4. Meetings

- a. Each Committee is expected to meet at least twice each year.
- b. Notice of meetings and agendas will be distributed at least two weeks before the meeting to all Committee Members.
- c. Kwantlen will provide staffing for all Committees.

5. Reporting Relationships

- a. Each year the appropriate Dean will prepare a summary reply to members of the Program Advisory Committee, the President and the appropriate Vice President::

- i. identifying which recommendations have been implemented,
- ii. which are still under consideration, and
- iii. which will not be implemented,
- iv. along with the rationale.