Type:	A – Educational (Board)	Last Approved:	Feb. 22, 2001
Executive Responsibility:	Provost & Vice-President Academic	Next Review:	April, 2018
Administrative Responsibility:	Deans, Directors, Regional Campus Principal, or Cowichan Campus Academic Administrator	Policy:	31.09

PROCEDURE:

This procedure addresses two categories of advisory committees that may be maintained by Vancouver Island University.

Instructional Programs: to offer advice in the teaching areas directly related to education and training for immediate employment. These committees include representation primarily from groups which employ graduates.

Special Interest: to offer advice in serving the educational needs of a specific group of individuals, e.g. forest workers, or to offer advice in assisting the University to extend its services to individuals in specific areas, e.g. health care.

1.   Formation and Composition

All advisory committees act in an advisory capacity to the appropriate Dean, Regional Campus Principal, or Cowichan Campus Academic Advisor. The Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator will appoint members to advisory committees for a two-year term which may be renewed for further two-year periods. Certain advisory committees may be ad hoc and have a short-term mandate; therefore, appointments in these cases will reflect the specific period involved.

2.   Criteria

The following criteria will be considered in selecting individuals to advise the University about a program or service:

- Experience—Individuals must have considerable experience in the specific area being considered, together with the respect and confidence of their colleagues and business associates.
- Adequate Time—Individuals must have the available time as frequently as necessary, to maintain close contact with the University, and to undertake special assignments for the Committee.

Advisory committees may represent the following groups:

- employer associations
- unions – external trade and professional
- government agencies
- graduates of the program
- individual employers
- official certifying bodies
- special interest groups
- University representatives

3.   Committee Function

Since the objective of advisory committees is to provide advice, it is appropriate that University representatives be resource members with no voting privileges. Normally, no more than two University resource members will sit on an advisory committee (usually the Dean, Regional Campus Principal, Cowichan Campus Academic Administrator, or designate, and the Chair/Program Coordinator). Relevant University personnel should be informed of the meetings and may attend as resource personnel when convenient or appropriate for them to participate as determined by the Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator.

Regular advisory committees will meet at least once a year. *Ad hoc* advisory committees will meet as necessary.

Minutes, including all recommendations, will be taken at all advisory committee meetings and forwarded to the Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator who will determine the need of further distribution. Secretarial assistance for minutes and correspondence will be arranged by the Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator.

Each committee shall elect its own chairperson annually. Preferably, the same committee member should serve no more than two consecutive one-year terms in this position.

3.1   Review of Committee Function:

Review of the functioning of the advisory committee will take place during the program review process or as determined by the Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator.

4.   Volunteers

The University will ask members of the committee to participate on a voluntary basis. Individuals will be expected to cover their own expenses for travel and accommodation. In exceptional circumstances, as approved by the Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator, some assistance for these expenses may be made available.

5.   Terms of Reference

The primary function is to make recommendations to the Dean, Regional Campus Principal, or Cowichan Campus Academic Administrator in matters relating to the development and evaluation of programs, curricula and services.

Advisory committees cannot commit the institution financially or make policy decisions.

Advisory committees may assist in determining the professional, technical or trade qualifications essential for suitable instructors and may also provide assistance in the recruitment and selection of instructors.

The following may be matters of committee consideration and advice:

- conducting research on employment needs to help verify the validity of request for new programs or the updating or expansion of existing ones;
- defining program objectives and methods of achieving them ;
- establishing a curriculum designed to educate and train students for purposes of employment;
- criteria for length of program;
- types of specialized equipment required and appropriate laboratory or workshop layouts;
- enabling public awareness through information and advertising ;
- interpretation of the program or services to the community, to unions or professional societies and to employers;
- academic experience, maturity, health and other particular requirements of students for admission to the program;
- placement of students in work experience opportunities (including cooperative education);
- assistance in obtaining student bursaries and scholarships for the program;
- program evaluation and follow-up on the performance of graduates, ensuring relevance of program and assessing career opportunities and identifying changes in the labour market;
- acquisition of additional resources (material, personnel, methods) that will enhance the value of the program;
- transfer arrangements to other institutions offering parallel or advanced programs or other options ;and,
- recruitment of students into the program.

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