



# Durham College

## Program Advisory Committees

### External members' handbook

## Message from the vice-president, Academic

Since 1967, Durham College (DC) has been preparing students to be active, productive and informed citizens. Our graduate employment rates confirm that our graduates possess the skills and knowledge employers need. Program Advisory Committees (PACs) help to ensure that DC programs continue to prepare our graduates with the knowledge and skills to succeed.

The College is committed to building and maintaining strong, vital industry and community partnerships. These partnerships provide faculty and students with the opportunity to engage in learning beyond the classroom through guest speakers, field placements, co-ops and other work placements, research and innovation projects, and many other activities. Industry and community partners benefit by having a close relationship with the programs they depend on to provide the skilled employees they need. PACs are a vital link in these partnerships.

Constant innovation and rapidly changing needs in every field requires that programs have the most up-to-date information on current trends and developments. In each PAC, leaders in their fields work with administrators and faculty members to ensure that each program is of the highest quality, providing graduates with relevant knowledge and skills to meet workplace demands.

Thank you for bringing your knowledge and unique perspective to DC. Your engagement will ensure that our graduates are ready to contribute.

Sincerely,

Elaine Popp, Ph.D.

## Contents

About Durham College.....	4
Membership.....	5
Meetings .....	6
FAQs .....	7
Appendix 1: DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BY-LAW NO. 2 .....	8
Appendix 2: Consent to Release Form.....	16

## About Durham College

At Durham College (DC), the student experience comes first. With campuses in Oshawa and Whitby and a learning site in Pickering, the College offers more than 11,000 full-time post-secondary and apprenticeship students' access to more than 140 full-time and eight apprenticeship programs. These programs provide students with the skills required to meet the demands of today's job market.

The College is comprised of eight academic schools:

- School of Business, IT & Management
- Centre for Food
- School of Health & Community Services
- School of Interdisciplinary Studies
- School of Justice & Emergency Services
- School of Media, Art & Design
- School of Science & Engineering Technology
- School of Skilled Trades, Apprenticeship & Renewable Technology

In addition, the School of Continuing Education offers more than 1,500 courses, 50 certificate programs, 14 diploma programs, three post-graduate programs and one apprenticeship certificate in a wide variety of career and personal interest subject areas.

The College's Corporate Training Services (CTS) department provides individuals and business with customized training designed to meet industry needs.

DC's graduates and communities are served by Community Employment Services locations in Bowmanville, Oshawa, Port Hope and Uxbridge as well as itinerant services in Port Perry, Beaverton and Cannington.

DC's partnerships ensure the College continues to contribute to the economic and social prosperity of our communities. The partnerships promote the following:

- Support for students, the College and its community through backing awards and scholarships, workplace experience opportunities and graduate hiring.
- Help fostering a spirit of entrepreneurship in students and linking them with partners to advance ideas and innovation in the community.
- Advancement of innovation and the economic well-being of the community through industry-led applied research targeted to small- and medium-sized enterprises.

Program Advisory Committees (PACs) provide vital, ongoing links with community and industry. The community and industry leaders who join PACs provide important expertise and insight into the current needs and future trends for which graduates must be prepared.

## Program Advisory Committee mandate

The Program Advisory Committee (PAC) advises College program leaders on a wide range of topics that directly impact the success of students and graduates. For example, PACS provide input on the skills and knowledge graduates require, the kinds of opportunities available to both current students through experiential learning and graduates through both contract and full-time employment, collaborative research and innovation activities, trends and forward planning, support for students through awards, and program review. For a complete list of PAC responsibilities, please see Appendix 1: Durham College Bylaw No. 2.

## Membership

DC invites eight to 10 members from industry and the community to join each PAC. These members represent the interests of their industry or community rather than their own company or organization. Ideally, at least one member is a graduate from the program. Members serve for three years and their term may be renewed once. Executive deans, program coordinators, faculty and students are invited to PAC meetings as resources for the committee but not as voting members of the group. If a member of a PAC accepts employment at the College, their committee position will be suspended while they are employed by the DC.

All PAC members must consent to DC releasing their names, positions and places of employment. This information may be used both inside and outside the College as part of the PAC administration process.

The committee chair is selected by vote or acclamation from the members of the committee for a term of one year; their term can be renewed. The chair provides leadership to the PAC by presiding over meetings, liaising with the program's executive dean and representatives, reviewing minutes of meetings prior to distribution, and communicating with the College on behalf of the PAC.

## Meetings

PACs meet at least twice each academic year; a PAC may meet more frequently if the program is being revised or is under review. Meetings are called by the chair in consultation with the executive dean. The chair will work with PAC members to find a time and location that will work for most. If a member is unable to attend in person, they may participate by telephone or by any other medium, that allows simultaneous communication.

Quorum for a meeting is 50 per cent plus one of the members, and those attending remotely are part of the quorum.

Decisions and recommendations are reached by mutual agreement. If members cannot agree then this is noted in the minutes and the decision is forwarded to the vice-president, Academic.

A College representative will provide clerical support by notifying members of meetings, recording and distributing minutes and coordinating committee activities. They will also arrange orientation for new committee members.

### **The following is an example of a typical meeting agenda:**

#### **Call to order**

#### **Introduction**

*Members; additions to agenda/agenda approval, establishment of quorum.*

#### **Review of minutes from previous meeting**

#### **Outstanding business from previous meeting**

#### **Discussion items:**

##### Membership information sharing

*Includes updates from committee members regarding changes in professional practice, changes in policy, changes in industry needs and requirements, etc.*

##### College and school updates

*Focus on trends and changes that will have an impact on the program.*

##### Program updates

*Including courses for review, program review status/updates, changes in students or student requirements for entry, new programs with direct impact, research opportunities and progress, field placements, student feedback, etc.*

#### **New business and announcements**

#### **Date and time for next meeting**

#### **Adjournment**

# FAQs

## **What is the purpose of a Program Advisory Council (PAC)?**

Durham College (DC) relies on information about the current and future needs of industry and the community to ensure that program graduates are job-ready. PACs help to ensure that graduates are prepared to transition to the workforce with the right skills and knowledge, and to learn and progress to future opportunities.

## **What kinds of topics do PACs discuss?**

The PAC advises program leaders on matters that directly impact the success of students and graduates, including the skills and knowledge graduates require, the kinds of opportunities available to both current students through experiential learning and graduates through both contract and full-time employment, collaborative research and innovation activities, trends and forward planning, and support for students through awards. PAC members also provide support during the program review process.

## **How does feedback from the PACs influence programs and courses at DC?**

The Board of Governors receives semi-annual reports outlining the recommendations and advice of each PAC and the action to be taken by the academic school.

## **How often do PACs meet?**

PACs meet at least twice per academic year. If a program is under review or requires extensive changes, the PAC may meet more often.

## **How long does a PAC member serve?**

A member normally serves for one three-year term. This term may be renewed once. A member must retire from the PAC for a minimum of two years after serving for two consecutive terms.

## **Why is there limited participation by DC faculty on PACs?**

PACs are designed to provide the Board of Governors with direct, industry-related feedback. Faculty primarily receive information and contribute to discussion around curricular matters through their executive dean/program coordinators.

## **How do PACs influence policy or decision-making?**

PACs provide essential industry-related feedback that informs decision-making and actions by the College and Board of Governors. The primary function of PACs is to provide advice that can better inform the overall teaching and learning experience at DC, shaping the programs and courses offered by the College to ensure they are current, relevant, competitive and forward-looking.

# Appendix 1: DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BY-LAW NO. 2

## Table of Contents

Section	Page
<b>1. BACKGROUND</b>	<b>2</b>
<b>2. MANDATE</b>	<b>2</b>
<b>3. STRUCTURE AND MEMBERSHIP</b>	<b>3</b>
3.1 Composition	3
3.2 Review of Composition	3
3.3 Appointment of External Members	4
3.4 Term of Office of External Members	4
3.5 Grounds for Removal	4
3.6 Committee Chair	4
3.7 College Representation	5
3.8 Durham College Employees	5
<b>4. COMMITTEE OPERATING GUIDELINES AND PROCEDURES</b>	<b>5</b>
4.1 Frequency and Location of Meetings	5
4.2 Meetings by Electronic Means	6
4.3 Decision Making	6
4.4 Quorum	6
4.5 Recorder	6
4.6 Meeting Minutes	7
4.7 Annual Report	7
4.8 Responsibility and Governance	7
4.9 Board of Governors' Liaison	7
<b>5. CONSENT TO RELEASE INFORMATION</b>	<b>8</b>
<b>6. ADDITIONAL ADVISORY COMMITTEES</b>	<b>8</b>
<b>7. FORCE AND EFFECT</b>	<b>8</b>



## 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)*.**

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 Advanced Education and Skills Development 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 introducing 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 good relationships with local community and 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.

### 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 do not represent their company.

A Program Advisory Committee shall not have more than one representative from the same company and designates cannot attend meetings on behalf of a Program Advisory Committee member.

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 ensure 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 resign 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 representative designated by the program's Executive Dean/Dean in the preparation of meeting schedules and agendas; Follow-up on action items as required;
- e) Review minutes of meetings prior to distribution; and,
- f) 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 Continuing Education), 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 Committee's 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 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 members 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 assist the Chair in coordinating activities and the work of sub-committees; and
- To help arrange orientation for the chair and all committee members.

#### 4.6 Meeting Minutes

Copies of all Program Advisory Committee minutes, including any formal recommendations shall be sent to the Vice-President, Academic within six weeks of the meeting date.

#### 4.7 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.

The overall responsibility for ensuring the effectiveness of a Program Advisory Committee lies with the program's Executive Dean/Dean.

The responsibility for implementing approved recommendations rests with the College Administration.

#### 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 that 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 by 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 college services, learner or community 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.

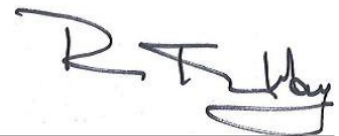
Each special purpose or ad-hoc Advisory Committee will be provided with a draft mandate including a statement of the specific area or issue for which advice is being sought and the expected date of completion of the task. In the case of continuing committees, the specific terms of reference may be approved 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

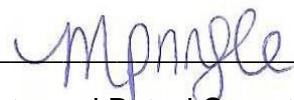
By-Law No. 2 of the Durham College of Applied Arts and Technology, enacted on the 8<sup>th</sup> day of June 2011, is hereby repealed.

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

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



Board Chair



Corporate and Board Secretary

## Appendix 2: Consent to Release Form

The *Freedom of Information and Protection of Individual Privacy Act* ("the Act") requires individual consent prior to disclosing personal information as defined in the Act(S.2).

By signing this form, you are acknowledging and consenting that your name, position and place of employment can be shared internally and externally for the purpose of conducting college business. Your contact information will only be used internally for the purpose of administering the Program Advisory Committee.

Instructions:

- Section 1 should be completed by the Program Advisory Committee member.
- Section 2 of the form will be submitted to the executive dean and **maintained/filed within the academic school office.**

If you require an alternate format, please contact the academic school office.

SECTION 1: MEMBER INFORMATION	
Name:	
Position:	
Organization:	
Business address:	
Business telephone:	
Email address:	
Name of Program Advisory Committee:	
Member signature:	Date:

SECTION 2: SIGNATURE	
Reviewed by executive dean:	Date:

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected on this form is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002* and may be used for the purpose of administering the Program Advisory Committees. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1H 7K4, 905.721.2000 ext. 3292.