

# BOARD POLICY

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<b>POLICY TYPE:</b>	Executive Limitations
<b>POLICY TITLE:</b>	Program Advisory Committees
<b>EFFECTIVE DATE:</b>	March 2008
<b>REVISION DATE:</b>	February 2019
<b>RENEWAL DATE:</b>	February 2022

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## 1. Background

This policy is developed in accordance with the *Ontario Colleges of Applied Arts and Technology Act, 2002* (“the Act”); Durham College By-law No. 2: A by-law regarding Advisory Committees for Programs of Instruction; and Minister’s Policy Directive 3.0 Programs – Framework for Programs of Instruction, Section C: Advisory Committees.

## 2. Policy statements

- 2.1. According to the Act, ultimate responsibility for program quality resides with the Board of Governors. This policy establishes a framework and mechanism for quality assurance to support and assist the Board in addressing responsibilities related to program advisory review. This policy applies to all academic programs for which an Ontario College credential is awarded.
- 2.2. In order to obtain ongoing advice from the industry, the market place and the community concerning the development, maintenance and acceptance of Durham College’s programs, the President shall establish Program Advisory Committees for all Programs of Instruction, or clusters of programs, in accordance with the Minister’s Binding Policy Directive on Framework for Programs of Instruction..
- 2.3. Without limiting the scope of the above policy statement, the President shall:
  - 2.3.1. Ensure Program Advisory Committees are appointed in accordance with the Minister’s Binding Policy Directive, Framework for Programs of Instruction and Durham College By-law No. 2.
  - 2.3.2. Ensure Program Advisory Committees shall not have administrative or executive functions, nor include in their function the evaluation of College personnel.
  - 2.3.3. Ensure that Program Advisory Committees operate as outlined in the Durham College Program Advisory Committee External Members Handbook.

- 2.3.4. Ensure that Program Advisory Committees are involved in the development of new Programs of Instruction and the program review process.
- 2.3.5. Ensure Program Advisory Committees provide on-going, program-related advice and assistance.

### **3. Monitoring**

- 3.1. The 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 policy as appropriate.
- 3.2. A report shall be provided to the Board of Governors semi-annually. This report will include a summary of Program Advisory Committee membership, meeting frequency, meeting dates and recommendations, as well as confirmation of compliance with this policy.