

INDUSTRY SECTOR ADVISORY COMMITTEES

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
Effective:	June 4, 2007
Revision:	September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to contribute to economic development by helping foster and maintain a skilled and productive workforce through programs designed, developed and delivered in close consultation with industry, through the use of advisory committees.

PROCEDURE**DEFINITIONS**

Committee members	Individuals from business and industry who are invited to serve on an Industry Sector Advisory Committee
Resource member	A member who is not able to vote, such as students, SAIT employees and invited guests.

GOVERNING PRINCIPLES

1. To effectively meet current and emerging educational and training needs, SAIT must have close links with the industry sectors it serves. Industry Sector Advisory Committees provide an industry-wide perspective on the design and delivery of educational and

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training services which meet both current and emerging needs within a particular industry sector.

PROCEDURE

A. Mandate

The mandate of an Industry Sector Advisory Committee is to:

1. Advise the vice president, academic on technological, competitive, economic and human resource trends which may affect SAIT and its educational and training service role in the particular industry sector represented.
2. Provide input into SAIT's educational and training service directions, goals, program and service mix, and marketing and fundraising strategies with respect to the particular industry sector represented.
3. Recommend and initiate ways of expanding and strengthening partnership or cooperative arrangements in the delivery of educational and training services within the particular industry sector represented.

B. Membership

1. The president and CEO, on the recommendation of the vice president, academic and the relevant dean, shall establish an Industry Sector Advisory Committee and shall invite members to serve on the committee.
2. Committee members will be appointed for a four-year term. The president and CEO, on the recommendation of the vice president, academic and the relevant dean may reappoint members for additional terms. Appointments shall be staggered to ensure committee continuity.
3. The committee will consist of the vice president, academic, the dean of the relevant school/department, and up to 12 leaders who have been selected because of their expertise, breadth of experience and ability to represent that particular industry sector.
4. The vice president, academic or designate will serve as chair.

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5. Academic chairs/coordinators and other appropriate SAIT employees may participate in Industry Sector Advisory Committees.

C. Meetings

1. Industry Sector Advisory Committees will meet at least once every two years.
2. SAIT will provide an administrative assistant to record proceedings, and will provide the support services required to prepare and distribute agendas and minutes.
3. Committee members will receive relevant information prior to the meeting.
4. Minutes of the meeting will be distributed in a timely fashion.

D. Motions

1. A recommendation will be in the form of a formal motion.
2. Committee members are full members. SAIT employees/contractors, students and invited guests are resource members and are not able to vote.
3. SAIT will consider all recommendations.
4. The vice president, academic will provide the Industry Sector Advisory Committee with a yearly report on the status of the recommendations.

POLICY/PROCEDURE REFERENCE

- AC.2.4 Advisory Committees policy
AC.2.4.1 Program Advisory Committees procedure

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