

PROGRAM ADVISORY COMMITTEES

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
Effective:	November 30, 1993
Revision:	August 1, 2003 (reformatted); June 4, 2007; March 16, 2012; 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 a Program Advisory Committee.
- Conflict of interest** A situation where a full committee member has a private or personal interest sufficient to appear to influence the objective exercise of that member’s responsibilities as a committee member, or a situation in which a full committee member, directly or indirectly, competes with or aids another to compete with SAIT, or engages in a business or practice contrary to SAIT’s interests, goals, objectives or business.
- Full member** A member who is a voting member.

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Recent graduate

A member who graduated from the program within the last two years of being appointed to the 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 business sectors it serves. Program Advisory Committees provide the opportunity for gathering input and receiving technical advice on the programs that SAIT currently offers.
2. Each credit program will usually have a Program Advisory Committee. Where appropriate, programs may have the same Program Advisory Committee. Non-credit programs are encouraged to have Program Advisory Committees but are not required to do so.
3. This procedure does not apply to apprenticeship programs.

PROCEDURE

A. Mandate

The mandate of a Program Advisory Committee is to:

1. Advise the dean on technological, competitive, economic and human resource trends which may affect SAIT and its educational and training service role in the particular program it represents.
2. Provide input into SAIT’s educational and training service directions, goals, program and service mix with respect to the particular program it represents.
3. Recommend and initiate ways of expanding and strengthening partnership or cooperative arrangements in the delivery of educational and training services within the particular program it represents.

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B. Advisory Committee Membership and Structure

1. The committee will consist of eight to fifteen full members, drawn from a range of industry and business backgrounds within the particular industry sector that the program represents.
2. SAIT's president and CEO, on the recommendation of the dean or designate, shall invite members to serve on the committee. Current advisory committee members are invited to recommend new members.
3. A member must have skills, knowledge and experience related to the industry, business, sector or service relevant to the particular program.
4. Committee members will be appointed for a three-year term of office, subject to paragraph B.5 of this procedure. The president and CEO, on the recommendation of the dean or designate, may reappoint a member for one additional three-year term. Appointments will be staggered to ensure committee continuity.
5. A recent graduate will be invited to serve on the committee as a full member for a two-year term. The president and CEO, on the recommendation of the dean or designate, may reappoint a recent graduate for one additional two-year term.
6. At least one current student from each year of the program will be invited to serve on the committee as a resource member. No more than two student members may serve on the committee.
7. A current SAIT instructor, whether an employee or a contractor, cannot be a full member on a Program Advisory Committee.
8. Committee membership is in an individual's name; an organization cannot be a member.
9. Committee members must sign a Conflict of Interest Declaration, attached as Schedule A, an Associated Document to this procedure. Committee members who believe they are in a conflict of interest situation must excuse themselves from the discussion and abstain from voting on that particular issue.
10. The committee will select the committee chair and vice-chair from among the membership. The term of office will be for a period of two years, but may be extended for one further two-year term. The vice-chair will usually become the next chair.

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11. The academic chair/coordinator will attend all Program Advisory Committee meetings as a resource member. Other SAIT employees/contractors may attend as required, also as resource members.

C. Meetings

1. Program Advisory Committees will meet at least once each academic year.
2. The dean or designate will work with the committee chair to draft the agenda.
3. SAIT will provide the support services required to prepare and distribute agendas and minutes and to record the proceedings at meetings.
4. Committee members will receive relevant information required for the meeting at least three business days before the meeting.
5. A membership quorum of 50% plus one is required for matters that require a motion or vote.
6. A member who will be absent from a meeting may send a delegate in that member's place; however, that delegate has no voting rights.
7. A member who is physically unable to attend a meeting may participate by teleconference or by videoconference.
8. A member who misses two consecutive meetings may be asked by the dean or designate to step down from the committee.
9. Draft minutes of the meeting will be distributed no later than six weeks after the meeting, for approval at the next meeting.

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. Each motion shall be decided by a majority vote of the full members present, provided there is a quorum present at the meeting. In the case of an equality of votes, the

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motion shall not be carried or adopted. The committee chair does not have a second or casting vote.

4. SAIT will consider all recommendations.
5. The dean or designate will regularly update the Program Advisory Committee on the status of the recommendations.

E. Administrative Procedures

1. The office of the vice president, academic will provide a checklist and guidelines for schools/departments for planning and hosting Program Advisory Committee meetings. The checklist and guidelines will be updated periodically, using a consultative process.
2. The office of the vice president, academic will update the Program Advisory Committee brochure periodically, using a consultative process. The brochure provides prospective and current members with an overview of the structure and mandate of Program Advisory Committees at SAIT.
3. New committee members will be given the Program Advisory Committee Terms of Reference, which the office of the vice president, academic updates and distributes to schools/departments. The Program Advisory Committee chair and school/department designate(s) will provide an orientation for new members.

ASSOCIATED DOCUMENTS

Schedule A Conflict of Interest Declaration for Committee Members

POLICY/PROCEDURE REFERENCE

AC.2.4 Advisory Committees policy
AC.2.4.2 Industry Sector Advisory Committees procedure

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