



# **PROGRAM**

# **ADVISORY COMMITTEE**

# **OPERATING PRACTICE**

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## OPERATING PRACTICE

- Meeting notices, agendas and minutes should be sent electronically whenever possible.
- The Dean/Coordinator requesting an appointment to a specific advisory committee must confirm that the individual being recommended is willing to serve on the committee. The Dean must ensure that Form A – *Recommendation for the Program Advisory Committee Member Appointment* (Appendix I) is completed in its entirety.

***Recommended:*** *Input a new member's name, generate a Form A, highlight the areas that need completion and then give it to the Dean and/or Coordinator for completion. This way the database shows prospective members immediately.*

- Requests for the appointment of committee members will be forwarded by the academic school concerned to the Board of Governors (BOG) prior to the commencement of the appointment date using Form A. These requests must be directed to the Administrative Assistant to the Vice President Academic for review two weeks prior to the BOG meeting. They will then be sent to the Executive Assistant to the Board of Governors and must include Form A and Form B. In addition, a summary of the nominees indicating the name and the reason for the appointment/reappointment of each must be completed and submitted by the Dean using Form C (Appendix III).

***Recommended:*** *The letters of appointment/re-appointment should be attached for the President to sign and dated 10 days after the Board meeting. Once approved by the Board and the letter(s) signed by the President, the letters will be returned to the academic office for mailing to the advisory committee member. The Board approval and the appointment letter dates must then be entered into the database.*

- The academic school will be responsible for maintaining an updated advisory committee membership list using Form B (Appendix II).
- The agenda for each meeting will be prepared according to the format and content guidelines on Page 7.
- Minutes shall be recorded for all meetings according to the format and content guidelines outlined on Page 9. The minutes shall be reviewed by the Dean and the Vice President Academic and approved by the Board of Governors. The final copy shall normally be signed by the committee Chair. Copies of the minutes shall be distributed as follows:
  - one copy to each committee member
  - one copy to the Vice President Academic
  - one copy to the academic school office file
  - one copy to the Executive Assistant to the Board of Governors for distribution
- Members may be recommended for reappointment for a further term using Form A (see Appendix I).
- When an advisory committee member resigns, moves, etc., a letter of thanks will be generated by the academic school and forwarded to the President's office for signature. If the member is to be replaced, Form A must be submitted by the Dean to the Vice President Academic, for approval and then forwarded to the Executive Assistant to the Board for approval.
- Members of the advisory committee shall be provided with a complimentary day parking permit for the day of the meeting.

# Appendix I

## FORM A

Confederation College of Applied Arts & Technology

(Form A)

### Recommendation for Program Advisory Committee Member Re-Appointment

Last Update

#### A. Committee

#### B. Academic Division

#### C. Candidate's Background

1. Name

2. Mailing Address

3. Phone (H) E-mail

(B)

Fax

4. (a) Occupation

(b) Job Title

(c) Employer

(d) Years of related work experience

(e) Program-related Expertise

5. Graduate of Program  Yes  No

#### D. Candidate's Expected Contribution to the Committee

#### E. Replacements

1. Committee member being replaced

2. Letter of appreciation required  Yes  No

#### F. Original Appointment

1. Submitted by

2. Approved by (Dean/Associate)

3. Approved by Vice President Academic  Yes  No

4. Board of Governor's Approval  Yes  No

#### G. Reappointment Data

##### Next Reappointment

1. Rationale for Reappointment

2. Submitted by

3. Approved by (Dean/Associate)

4. Approved by Vice President Academic  Yes  No

5. Board of Governor's Approval  Yes  No

#### H. Next Reappointment

1. Rationale for Reappointment \_\_\_\_\_

2. Submitted by \_\_\_\_\_

3. Approved by (Dean/Associate) \_\_\_\_\_ Date \_\_\_\_\_

4. Approved by Vice President Academic  Yes  No Date \_\_\_\_\_

5. Board of Governor's Approval  Yes  No Date \_\_\_\_\_

## Appendix II

### FORM B

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
PROGRAM ADVISORY COMMITTEE MEMBERSHIP

ACADEMIC DIVISION:  
NAME OF COMMITTEE:

NAME	OCCUPATION	TITLE	NAME OF EMPLOYER	DATE OF INITIAL TERM	DATE OF RE-APPT.	F/M	PROGRAM GRAD
TOTAL						F M	

# Appendix III

## FORM C

## ADVISORY COMMITTEE APPOINTMENTS/REAPPOINTMENTS

Division School of

Board Of Governor Meeting Date

<i>Appointment</i>	<i>Reappointment</i>	ADVISORY COMMITTEE	MEMBER	RATIONALE

## ADVISORY COMMITTEE AGENDA - GUIDELINES AND SAMPLE

### Guidelines

#### Format and Production:

- Agendas must be written according to the format indicated in the sample which follows.
- Agendas will be produced using the Arial 11 point font.

#### Content:

The following information must be contained in each agenda:

- date, time and location of meeting;
- to keep the member database current, a copy of the advisory committee membership list must be circulated at each meeting for updating and returned to the academic school office.
- standard topics for agenda items for review and discussion: emerging trends (e.g. technology, legislation), program outcomes, program effectiveness and efficiency;
- suggested topics: curriculum, professional standards, college standards, enrollment, attrition, placements, facilities requirements (new and replacements), bursaries, and KPI;
- recommended inclusion - recognition of roles and responsibilities of members;
- first meeting suggestion - optional tour of facility – to orient and educate members of the committee.

**See sample on the following page (8).**

# CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## xxxxxx Program Advisory Committee Agenda

### xxxxxx Additional Clustered programs

### xxxxxx Apprenticeship program

Date:

Time:

Location:

Teleconference Information:

1.0	Introductions	Dean/Coordinator
2.0	Review of Agenda	Committee
3.0	Approval of Minutes	Committee
4.0	Business Arising from Minutes	Dean/Committee
5.0	Current Member Listing of Advisory Committee Circulated for Updates	Dean/Coordinator
6.0	Election/Re-Election of Committee Chair (if required – every two years)	Committee
7.0	Discussion Topics	Coordinator /Committee
7.1	Enrolment Update	
	7.1.1 Year 1 and Year 2 Enrolment	
	7.1.2 Application Data	Coordinator
7.2	Program Updates	
	7.2.1 KPI (Student Satisfaction and/or Graduate Satisfaction	
	7.2.2 Program renewal	Coordinator
	7.2.3 Program specific: co-op/fieldwork, attrition, bursaries, etc.)	
7.3	Additional Clustered Program Updates	
	7.3.1 Year 1 and Year 2 Enrolment	
	7.3.2 Application Data	
	7.3.3 KPI (Student Satisfaction and/or Graduate Satisfaction)	Coordinator
	7.3.4 Program renewal	
	7.3.5 Program specific: co-op/fieldwork, attrition, bursaries, etc.	
	7.3.6 Apprenticeship Program (if applicable).	
7.4	Profile of the Graduate and Program Outcomes	Coordinator
7.5	Diversity/Inclusivity	Coordinator
7.6	Learning Technology	Dean
7.7	Advisory Committee Terms of Reference (Length of Term) (Document Attached)	Dean
7.8	School Updates	Dean
7.9	College Updates	Dean
7.10	Emerging Trends Update (local, provincial, technology, legislation etc.)	Committee
8.0	New Business	Committee
9.0	Next Meeting Date Set / Agenda Items / Next Steps	Dean/Coordinator
10.0	Adjournment	

# ADVISORY COMMITTEE MINUTES - GUIDELINES AND SAMPLE

## Guidelines

### Format and Production:

- Minutes should reflect the standard format of the agenda.
- Minutes are to be short, succinct and reflect action items.
- Minutes will be produced using the Arial 11 point font.

### Content:

The following information must be contained in the minutes (see sample on pages 10 and 11):

- date, time and location of meeting
  - committee members present
  - College staff present
  - regrets (to include committee members and staff)
  - adjournment time
- Minutes are to be succinct, brief and action-oriented.
  - Minutes are to include a brief outline of the discussion leading to each decision for action.
  - Decisions for action require an official motion which will indicate the mover, seconder and vote result.

### Distribution:

- The minutes must be approved by the Dean of the school, the committee Chair and the Vice President Academic prior to distribution.
- A copy of the minutes will be distributed to each committee member.
- A copy of the minutes will be placed on file in the school office.
- A copy will be filed with the office of the Vice President Academic.
- A copy of the minutes will be provided to the office of the President for posting.

**CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  
**XXXX PROGRAM**  
**ADVISORY COMMITTEE MEETING**

Date:

Time:

Place:

Present:     Members of the Committee:  
Name and Organization

Members of Staff:  
Name, Title, Program

Regrets:     Members of the Committee:

Members of Staff:

ITEM			ACTION
1.0		<b>Introduction of Members</b>	
2.0		<b>Review of Agenda</b>	
3.0		<b>Approval of the Minutes</b> The minutes were approved as distributed.	
4.0		<b>Business Arising from the Minutes</b>	
5.0		<b>Current Member Listing of Advisory Committee Members Circulated for Updates</b> The current list of members on the advisory committee database was circulated to all members to update. The Coordinator will return this list to the academic office where the committee database will be updated.	Coordinator
6.0		<b>Election/Re-Election of Committee Chair (if required)</b> The Chair's term is two years and the election/re-election should be recorded in the minutes.	
7.0		<b>Discussion Topics</b>	
	7.1	<b>Enrolment Update</b>	
		7.1.1 <b>Year 1 &amp; Year 2 Enrolment</b>	
		7.1.2 <b>Application Data</b>	
	7.2	<b>Program Updates</b>	
		7.2.1 <b>KPI (Student Satisfaction and / or Graduate Satisfaction)</b>	

	7.2.2	<b>Program Renewal</b>	
	7.2.3	<b>Program Specific (Co-op / Fieldwork, Attrition, Bursaries, Etc.)</b> <ul style="list-style-type: none"> <li>• XX applicants for XX spaces</li> <li>• XX students in 1<sup>st</sup> year</li> <li>• XX students will be graduating</li> <li>• XX students in the region will be graduating</li> </ul>	
	7.3	<b>Additional Clustered Program Updates</b>	
	7.3.1	<b>Year 1 and Year 2 Enrolment</b>	
	7.3.2	<b>Application Data</b>	
	7.3.3	<b>KPI (Student Satisfaction and / or Graduate Satisfaction)</b>	
	7.3.4	<b>Program Renewal</b>	
	7.3.5	<b>Program Specific (Co-op / Fieldwork, Attrition, Bursaries, Etc.)</b> <ul style="list-style-type: none"> <li>• XX applicants for XX spaces</li> <li>• XX students in 1<sup>st</sup> year</li> <li>• XX students will be graduating</li> <li>• XX students in the region will be graduating</li> </ul>	
	7.3.6	<b>Apprenticeship Program (if applicable)</b>	
	7.4	<b>Profile of the Graduate and Program Outcomes</b>	
	7.5	<b>Diversity/Inclusivity</b>	
	7.6	<b>Learning Technology</b>	
	7.7	<b>Advisory Committee Terms of Reference (Length of term)</b>	
	7.8	<b>School Updates</b>	
	7.9	<b>College Updates</b>	
	7.10	<b>Emerging Trends Update</b> (Local, Provincial, Technology, Legislation, etc.)	
8.0		<b>New Business</b>	
9.0		<b>New Meeting Date / Agenda Items / Next Steps</b>	
10.		<b>Adjournment</b>	

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Advisory Chair

## Addendum – Form Letters

### Appointment Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

On behalf of the Board of Governors of Confederation College, I am pleased to accept and approve your appointment to the xxxxxx Program Advisory Committee. I appreciate your willingness to serve on this committee.

It is satisfying to know there are individuals like you who are willing to assist the staff of the College to fulfill its service to the community by providing educational advice and consultation.

A copy of the Confederation College's Program Advisory Orientation Package can be found on the College's website at [www.confederationc.on.ca/advisorycommittees](http://www.confederationc.on.ca/advisorycommittees) for your reference.

Members of the college community and I will be approaching your committee to seek your counsel on ways and means to ensure the program is current, relevant and meets the needs of learners and industry.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Reappointment Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

On behalf of the Board of Governors of Confederation College, I thank you for your contribution to the xxxxxx Advisory Committee since your appointment to the committee.

It is my understanding you have consented to serve as a committee member for an additional three-year term. It is gratifying to know there are individuals like you who are willing to assist the staff of the College fulfill its service to the community by providing educational advice and consultation.

Members of the College and I will be approaching your committee to seek your counsel on ways and means to ensure the program is current, relevant and meets the needs of learners and industry. Again, thank you for both your past and future contributions to the students we serve.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

### 3-Year Term Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

On behalf of the Board of Governors, the staff and the students of Confederation College, I would like to express appreciation for your valuable contribution to the work of the xxxxxx Program Advisory Committee since your appointment.

As you are aware, advisory committee appointments are for a three-year term and your term of appointment commenced in 20 \_\_ \_\_, so your term is complete.

I hope you will continue to support Confederation College and I take this opportunity to wish you well in your future endeavours.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Student Appointment Letter

Date

Committee Member  
123 Alphabet St.  
Thunder Bay, Ontario  
X0X X0X

Dear Committee Member:

On behalf of the Board of Governors of Confederation College, I am pleased to accept and approve your appointment to the xxxxxx Program Advisory Committee as a student representative. I appreciate your willingness to serve on this committee.

It is satisfying to know there are individuals like you who are willing to assist the staff of the College to fulfill its service to the community by providing educational advice and consultation.

A copy of the Confederation College's Program Advisory Orientation Package can be found on the College's website at [www.confederationc.on.ca/advisorycommittees](http://www.confederationc.on.ca/advisorycommittees) for your reference.

Members of the college community and I will be approaching your committee to seek your counsel on ways and means to ensure the program is current, relevant and meets the needs of learners and industry.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Moving Letter

Date

Committee Member  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

I realize that your recent move means that you will no longer be able to be a member of the xxxxxx Program Advisory Committee. On behalf of the Board of Governors, the staff and the students of Confederation College, I would like to express our appreciation for your valuable contribution to the work of the advisory committee.

I am certain you will follow the future growth of Confederation College with great interest and I take this opportunity to wish you much success in your new enterprise.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Resignation Letter

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

xxxxxx has indicated that due to other commitments, you will be resigning from the xxxxxx Advisory Committee. On behalf of the Board of Governors, the staff and the students of Confederation College, I would like to express our appreciation for your valuable contribution to the work of the advisory committee.

I am certain you will follow the future growth of Confederation College with great interest and I take this opportunity to wish you well in your endeavours.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: xxxxxx, Coordinator

## Retirement Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

It has been brought to my attention that you have retired and will no longer be a member of the xxxxxx Program Advisory Committee. On behalf of the Board of Governors, the staff and the students of Confederation College, I would like to express appreciation for your valuable contribution to the work of the advisory committee since your appointment.

I am certain you will follow the future growth of Confederation College with great interest and I take this opportunity to wish you well in your retirement.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Transfer Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

It has been brought to my attention that you have been transferred from Thunder Bay and must resign from the xxxxxx Program Advisory Committee. On behalf of the Board of Governors, the staff and the students of Confederation College, I would like to express appreciation for your valuable contribution to the work of the advisory committee.

I am certain you will follow the future growth of Confederation College with great interest and I take this opportunity to wish you well in your future endeavours.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Program Suspension Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

It has been brought to my attention that the xxxxxx Program has been suspended. On behalf of the Board of Governors, the staff and the students of Confederation College, I would like to express appreciation for your valuable contribution to the work of the advisory committee for this program. **This wording should be adjusted accordingly for every situation.**

I am certain you will follow the growth of Confederation College with great interest and I take this opportunity to wish you well in your endeavours.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxxx, Coordinator

## Thank You Letter

Date

Committee Member  
Title  
ABC Company  
123 Alphabet St.  
Thunder Bay, ON X0X X0X

Dear Committee Member:

It has been brought to my attention that the xxxxxx Program is no longer being offered. I would like to express appreciation for your valuable contribution to the work of the advisory committee for this program. **This wording should be adjusted accordingly for every situation.**

I am certain you will follow the future growth of Confederation College with great interest and hope we may again benefit from your expertise at some time in the future. I take this opportunity to wish you well.

Sincerely,

Michelle Salo, CPA, CGA  
President

cc: xxxxx, Coordinator