

PROGRAM ADVISORY COMMITTEES



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AUTHORITY	President
CATEGORY	Administrative
PRIMARY CONTACT	Vice-President, Academic
ADMINISTRATIVE CONTACT	(TBD)

POLICY

GENERAL

To assist in ensuring that its programs are current and address society's human resource needs, Thompson Rivers University (TRU) seeks advice and guidance from Advisory Committees. The Vice-President, Academic, in consultation with the relevant Dean, shall determine those programs for which Advisory Committees are appropriate.

REGULATIONS

1. MEMBERSHIP

Advisory Committees shall be composed of between five and twelve members appointed by the Vice-President, Academic, in consultation with the relevant dean(s). Nominations for appointment may be submitted by members of the Board of Governors, current Advisory Committee members, or TRU staff.

The Vice-President, Academic, in appointing members to Advisory Committees, shall give due consideration to the principles and practice of gender equity.

Appointees may be drawn from such categories as employers and potential employers of program graduates; persons working in program-related occupations or professions; professional; trade and business organization representatives; and staff from other post-secondary institutions.

Membership shall include at least one graduate of the program and one student currently registered in the program. If the program is linked to the secondary school curriculum, one member shall be a teacher from a relevant Career Preparation program.

TRU representation on the Committee shall consist of the dean(s) of the division(s), the program co-ordinator and/or the chair(s) of the department(s) within which the program is located. TRU representatives shall be non-voting members. Program instructors shall not be members of the Committee but will provide support on an ad hoc basis.

Advisory Committee members normally will be appointed for three year terms commencing September 1. Appointments may be made at other times deemed appropriate by the Vice-President, Academic.

Two consecutive unexcused absences from Committee meetings by a member will be interpreted as that member's resignation from the Committee.

2. TERMS OF REFERENCE

The roles of Advisory Committees will include:

- a. Advising TRU on the need for revisions to program content to ensure that graduates possess appropriate competencies, knowledge and skills for employment or further academic study.
- b. Advising TRU on the current and projected demand for program graduates.
- c. Advising TRU on the degree to which the program fulfills the needs of employers or satisfies the expectations of educational institutions in which our graduates enroll.\
- d. Advising TRU on program resource needs, including equipment, laboratories, shops, and specialized educational and training facilities.
- e. Participating in TRU's program review process.
- f. Assisting in program promotion and the development of effective links with business, industry, and other academic institutions.

3. COMMITTEE CHAIR

Each Advisory Committee will elect its own Chair from among its external members. The term of each Committee Chair shall be two years.

The Committee Chair will:

- a. ensure that meeting preparations and arrangements are made, including agenda preparation and distribution, serving notice of meeting, and distributing program reports.
- b. ensure that minutes are prepared and distributed promptly; and
- c. ensure that action items receive prompt and appropriate follow-up.

4. OPERATION

The Advisory Committee will meet at the request of the Committee Chair at such times as are deemed appropriate by the Chair in consultation with the relevant TRU department chair(s) and divisional dean(s).

Meetings of each Advisory Committee shall take place at least once in each academic year.

Meetings may take place in person or via teleconference, as deemed appropriate by the Committee Chair in consultation with the relevant TRU department chair(s) and divisional dean(s). In-person meetings will normally be held at TRU.

Normally, at least three weeks notice of meetings will be provided. An agenda will be distributed with the notice of meeting.

When appropriate, the relevant department chair(s) or program co-ordinator will provide the Advisory Committee Chair with a written report on the status of the program (see Appendix) for distribution with the agenda.

The TRU department chair(s), program co-ordinator(s), and staff in TRU departments offering the program will provide assistance to the Committee Chair, including making arrangements for meeting facilities.

5. **AGENDA**

Suggested agenda topics include:

- Academic preparation of students
- Labour market trends
- Changing roles of men and women
- Impacts of federal and provincial legislation
- Potential new courses and programs
- Curriculum development
- Instructional development
- Facilities requirements
- Marketing of programs and graduates
- Achievement levels and attrition
- Work performance of graduates
- Academic performance of graduates in subsequent study
- Program review processes and outcomes
- Requirements for industrial/commercial support
- Equipment