

## **Humber Program Advisory Committees: An Overview of Roles and Responsibilities**

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*Advisory Committees play a vital role in our educational planning*

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### **Composition and Mandate**

Program Advisory Committees (PACs) are to be composed of a cross-section of persons, external to the college. Members should have a diversity of experience, expertise and a direct interest in the particular occupational area addressed by the program.

Every program, or cluster of similar programs, will have an active, voluntary Program Advisory Committee of eight to 12 members, who report through the President to the Board of Governors. For some Committees, the number of members may vary, based on the size of the sector and the diversity of career opportunities.

The mandate of a Program Advisory Committee is to provide advice on the following:

- Co-operative experiences and field placement – Suggest and support experiential educational opportunities in industry, including field placements, clinical experience, co-operative experiences and student field trips.
- Employment prospects – Recommend and advise on student placements, including suitable part-time, summer or full-time permanent positions for those in graduating classes.
- Student awards – Assist in the establishment of scholarships, bursaries and awards for Humber students.
- Public relations – Promote good relationships with local community and businesses, industry, and professional associations.
- Curriculum – Provide content suggestions to maintain program relevancy and currency.
- Technology – Provide advice on the technological trends and changes in industry.
- Program review – Participate in the program review process as required.
- Special assignments – Complete special assignments such as involvement in convocation, award ceremonies, board meetings and other events as appropriate.

### **Terms of Membership**

On behalf of the Board of Governors, the President and the Board Chair will appoint, and acknowledge the completion of term, of all Program Advisory Committee members. **A Program Advisory Committee member's term is three years, renewable once.**

### **Specific Roles and Responsibilities**

**Chair:** The chair will be elected from the Program Advisory Committee for a two year term, renewable once. The chair plays a vital role in the Program Advisory Committee process. In consultation with the Humber representatives, the chair acts as facilitator and leader at meetings and serves as spokesperson for the committee. Chairs should be familiar with Humber's vision and mission, priorities and directions, as well as any related program areas or clusters.

**Committee Members:** Committee members will attend and participate in meetings, and may become involved in subcommittee activities and projects. Committee members will participate in agenda setting and evaluation of meetings. If unable to attend a meeting, committee members are asked to send a replacement, where appropriate. The appointment is for three years, with potential for one extension.

**Recorder:** The recorder will be a Humber employee and will assist the chair in his/her role. The recorder's responsibilities include notifying members of meetings, distributing agendas in advance, managing meeting logistics, and taking and distributing the minutes at each meeting.

The confidentiality of discussions at all meetings is requested. Committee members must disclose any conflicts of interest.

## Meeting Management

**Meeting Details:** Program Advisory Committees should meet at least twice yearly, preferably once per semester. The time and location will be specified in advance through the agenda. All meetings will be conducted according to conventional rules of order. The chair will facilitate the meeting with guidance from the dean or his/her designate of the participating Academic School. A quorum (50 per cent plus one) is necessary for motions and resolutions to be made.

**Agenda:** The agenda will identify the goals and objectives of the meeting and will include any attachments or materials required for the meeting.

**Minutes:** The minutes of the previous meeting will be distributed along with the agenda for the next meeting. The recorder will prepare minutes that are clear, concise and follow a standard and consistent format. The minutes will be approved by the committee members and will be kept on file.

## Membership List

The membership list will be updated whenever committee membership changes. Updated lists will be forwarded to the President's Office, as well as filed with the Academic School.

**Orientation:** All new committee members will be oriented to their role and the work of the advisory committee. The orientation process will include an opportunity to:

- Review a variety of relevant documents
- Meet and interact with Humber representatives
- Become familiar with campus facilities

## Your Feedback

Humber recognizes and values the time and effort made by Program Advisory Committee members. As such, Humber is committed to ensuring this effort is worthwhile through continuous feedback about the Program Advisory Committee process.