

# **Humber College Institute of Technology & Advanced Learning Program Advisory Committee**

## **Procedure Manual**

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## Message from the President

On behalf of Humber College Institute of Technology & Advanced Learning, I would like to thank you for participating as a member of one of the many Program Advisory Committees at Humber. Our committees play a major role in ensuring that our programs are relevant, current and serve the needs of the marketplace.

At Humber, we know that we cannot achieve these goals without the insights of our dedicated partners in community, business, and industry who help us understand and respond to today's demands and who can envision the needs of the future. The practical counsel of our community partners through the Program Advisory Committees is invaluable to Humber and to the thousands of students they serve.

The Board of Governors and I wish to thank you and the program staff for your leadership in maintaining the Program Advisory Committees at this College. They have played a vital role in the past, and continue to move Humber forward for the future.



Chris Whitaker  
President & CEO  
Humber College



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## Introduction

### Background

According to the Ontario Colleges of Applied Arts and Technology Act of 2002, each college's Board of Governors is responsible for ensuring that Program Advisory Committees are established for all programs of instruction, or clusters of related programs, offered by the institution. The structure, terms of reference and procedures for Program Advisory Committees are established in the by-laws of the board of governors.

At Humber, commitment to the effectiveness of Program Advisory Committees begins with its Board of Governors. The Board has a special interest in these committees and recognizes that they are a critical resource for the programs they represent.

### Purpose of this Manual

The *Humber College Institute of Technology & Advanced Learning Program Advisory Committee Procedure Manual* is the College's comprehensive guide designed to outline the procedures and practices to be followed by Program Advisory Committees, with the intent of ensuring successful outcomes and consistent minimum standards across all programs.

This manual should be distributed to the appointed chair of each Program Advisory Committee and the Humber employees who act as committee resource personnel. Copies are available online at <http://www.humber.ca/about-humber/corporate-info/board-governors>.

### Additional Program Advisory Committee Publications:

In addition to this manual, the President's Office will ensure that the following documents are available:

1. *Become a Humber Program Advisory Committee Member* brochure: Intended for prospective Program Advisory Committee members, current members and Humber employees who act as committee resource personnel.
2. *Humber Program Advisory Committees: An Overview of Roles and Responsibilities*: Intended for appointed committee chairs, current committee members and Humber employees who act as committee resource personnel.

The College policy relating to Program Advisory Committees is available on the Humber website at <http://www.humber.ca/policies/>.

## 1. Composition and Mandate

### Composition

Program Advisory Committees 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 Dean of each academic school will be responsible for implementing an effective Program Advisory Committee process and for ensuring that every program or cluster of similar programs has an active Program Advisory Committee.

Where required, the Dean may assign a designate. The designate may be an Associate Dean or a Program Co-ordinator.

The Dean or their designate may function as the committee recorder, or may delegate activities to another Humber employee to provide support services.

The Dean or their designate will identify a staff member to be the key liaison between the President's Office and the academic school.

### Mandate

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 the 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.

## **2. Terms of Membership**

### **Appointment and Completion of Term**

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.

The Dean or their designate will review the membership of each Program Advisory Committee annually. Changes to committee membership will be initiated by the Dean or their designate by preparing a letter of appointment (see Appendix A), or a letter of acknowledgment to recognize the completion of term (see Appendix B). These letters are to be sent electronically to the Administrative Assistant to the Associate Vice-President, Academic for the President and Board Chair to sign. A signed copy of the letter will be distributed to the committee member electronically; c.c. to the Senior Vice-President, Academic and the academic school Dean.

The Dean or their designate will ensure continuity on an advisory committee when recommending changes in membership.

### **Recruitment**

Recommendations for membership to Program Advisory Committees should come from a variety of sources (Deans, Associate Deans, Program Co-ordinators, faculty, staff and other advisors). The search for new members should reflect both the private and public sectors, and include companies, trade and professional associations, accreditation bodies and government.

Current full-time or part-time faculty, employees and staff and current students cannot be considered for committee membership.

### **Length of Term**

A Program Advisory Committee member's term is three years, renewable once.

All members have voting privileges. If a member accepts employment at Humber (including part-time instruction), they will be asked to resign from the committee.

If a Program Advisory Committee member becomes chair, (a two-year term, renewable once at the discretion of the Dean or their designate) their years of service as chair will not be counted as part of their term as a committee member.

If a member leaves the organization which they represent, that person should resign from the committee, unless the committee requires their expertise.

## **3. Humber Representation**

At least two Humber employees, the Dean or their designate and a faculty representative, should attend Program Advisory Committee meetings as resource persons. To avoid a potential conflict of interest, Humber representatives do not act as committee members.

All Humber representatives hold non-voting, ex-officio positions. Their responsibilities should include the following:

- Participation in the informal recruitment process
- Provision of resources for sub-committees
- Organization of activities and materials needed for special tasks and projects
- Arrangement and facilitation of meetings
- Completion of necessary paperwork for meetings
- Recording of meeting minutes

Humber representatives should have opportunities to interact with committee members, provide input into the agenda, and share responsibility for assisting at meetings or with special projects.

The Dean or their designate is held accountable for maintaining standards for employee responsibility and action in the Program Advisory Committee process.

The Dean or their designate is responsible for ensuring the chair, the recorder, and committee members are oriented to their roles and responsibilities, and is responsible for ensuring that the orientation process is consistent and effective (see Appendix C: Orientation Checklist).

## **4. Specific Roles and Responsibilities**

### **Chair**

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 the program areas which support overall institutional goals.

The chair will have the following responsibilities:

- Call meetings in consultation with Humber representatives
- Prepare the agenda in consultation with Humber representatives
- Chair Program Advisory Committee meetings
- Represent the Program Advisory Committee at Humber functions
- Review committee minutes

At the end of each meeting, the chair should solicit feedback from committee members.

### **Recorder**

The Dean or their designate should identify a Humber representative to act as a recorder and provide clerical support for each meeting.

The recorder will have the following responsibilities:

- Notify committee members of meetings and distribute agendas

- Manage meeting logistics (parking for Program Advisory Committee meetings should be arranged by the authorized staff requestor in the academic school)
- Record and distribute the minutes of each meeting
- Help co-ordinate tasks and activities for the chair, committee members or sub-committees
- Act as secretariat to the Program Advisory Committee and assist the chair in ensuring effective meetings
- Assist the chair in coordinating activities and the work of sub-committees
- Help arrange orientation for the chair and all committee members

### **Committee Members**

Individual committee members are asked to attend all meetings or send a replacement if unable to attend. The replacement should be a representative from the organization; however, the chair will determine whether that person will have the right to vote. It is understood that some committee members do not represent an organization, therefore sending a replacement may not be possible.

Individual committee members represent their organization's viewpoint and/or their area of expertise and act in accordance with appropriate professional conduct both inside and outside of meetings.

The confidentiality of discussion at all meetings is requested.

Committee members are encouraged to participate in agenda setting. They will also be invited to participate in sub-committee activities and/or special projects.

If a conflict of interest arises (such as becoming a part-time employee of Humber), the committee member must notify the chair and will be required to step down from the committee until their status changes. Furthermore, if a conflict of interest occurs during discussion at a meeting, the committee member should declare their conflict of interest and the chair will determine the best course of action. (See Appendix D: Conflict of Interest Guidelines.)

Committee members should understand the vision and mission of Humber and be active participants at committee meetings. Members are encouraged to contribute in various ways. They can help by becoming a guest lecturer, providing field placements or co-operative opportunities, job shadowing trips, establishing funds for student awards and/or counseling graduates in their job searches.

Meeting effectiveness depends on committee members' feedback. Committee members should help to identify areas that may require the Program Advisory Committee's attention.

## **5. Meeting Management**

### **Meeting Details**

Ideally, a minimum of two meetings should be held each year, preferably one per semester



(fall and, winter or spring). Extra meetings can be held when circumstances warrant.

Meeting time and location will be determined in consultation with committee members. Time, place, and format should be flexible to accommodate committee members' needs.

All meetings will be conducted according to conventional rules of order and have specific objectives, as identified in the agenda.

Before the meeting, the chair should meet with the recorder to review the agenda and time limits.

The chair will preside over all meetings, with the support of the Dean or their designate. A quorum for motions and resolutions will be represented through a clear majority (50 per cent plus one) of voting members.

Guests and visitors may attend meetings with the chair's permission. However, they are observers and do not participate in discussion unless requested by the chair.

Sub-committees may be formed to complete specific tasks. Reports from these sub-committees will be discussed and made available to the committee at a regular meeting.

To set consistent standards, the expectations for effective Program Advisory Committee meetings should be discussed with each new chair.

### **Agenda and Minutes**

Agendas and minutes will be distributed to committee members in advance of the meetings. The agenda will identify the goals and objectives of each meeting and include any attachments or materials for the meeting. The agenda will be as clear and concise as possible, follow a consistent format and include enclosures for review and preparation (see Appendix E: Agenda Guidelines).

Minutes of the meeting provide a written record of tasks accomplished and new tasks to be undertaken (see Appendix F for a sample template). They do not need to record what was discussed in detail, but should be clear, concise, and include a summary of:

- Major themes
- Points of discussion
- Goals achieved
- Future action plans

The President, Board of Governors, Associate Vice-President, Academic, and the office of Program Planning, Development, and Renewal should have access to minutes for all Program Advisory Committee meetings.

Normally, all minutes are considered to be confidential documents with the exception of when these documents are needed for academic planning and degree-related program submissions.



Any documentation created at Humber is subject to the Freedom of Information and Protection of Privacy Act.

**Membership List**

The membership list (see Appendix G) will be updated whenever committee membership changes.

Updated lists will be forwarded to the Administrative Assistant to the Associate Vice-President, Academic as well as filed with the academic school.

## Appendix A: Appointment Letter

[Please copy/paste the following content, fill out the required information, and forward electronically to the Administrative Assistant to the Associate Vice-President, Academic for signature. Once signed, the letter will be emailed to the committee member, c.c. to the Senior Vice-President, Academic, and the Dean of the academic school.]



Humber Institute of Technology  
& Advanced Learning

NORTH CAMPUS  
205 Humber College Blvd.  
Toronto, ON M9W 5L7

[humber.ca](http://humber.ca)

Office of the President

Insert date

Insert new committee member name

Insert committee member address

Dear Insert committee member name,

On behalf of the Board of Governors of Humber College Institute of Technology & Advanced Learning, it is our pleasure to officially confirm your appointment as a member of our Insert name of program Advisory Committee for a three (3) year term. In joining us, you will become part of a dynamic educational community and one of a select group of individuals who help our more than 29,000 full-time students and 56,000 part-time and continuing education learners.

Humber recognizes the value of input from industry and the community through Program Advisory Committees. These committees provide us with the perspective and expertise to maintain program relevance and currency, serve the needs of the professions and industry, and ensure that our graduates are well prepared for employment.

We are confident that you will find your association with Humber to be a rewarding and satisfying experience, and we sincerely appreciate your willingness to contribute in this way.

Sincerely,

---

Chris Whitaker  
President & CEO

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Brien Gray  
Chair, Board of Governors

c.c. Laurie Rancourt, Senior Vice President, Academic  
Dean of School

## Appendix B: Letter of Acknowledgement

[Please copy/paste the following content, fill out the required information, and forward electronically to the Administrative Assistant to the Associate Vice-President, Academic for signature. Once signed, the letter will be emailed to the committee member, c.c. to the Senior Vice-President, Academic, and the Dean of the academic school.]



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Toronto, ON M9W 5L7

[humber.ca](http://humber.ca)

Office of the President

Insert date

Insert committee member name

Insert committee member address

Dear Insert committee member name,

On behalf of the Board of Governors of Humber College Institute of Technology & Advanced Learning, we send this note of appreciation and recognition of your contribution to the Program Advisory Committee for the Insert name of program.

As you know, Humber strives to keep its programs relevant and current through the input of people, such as yourself, who are active in their professional field. Therefore, we acknowledge the contributions you have made as a Program Advisory Committee member. Your insights and recommendations have been of great value to the organization and academic school.

On behalf of Humber's students, faculty and staff, please accept our sincere thanks for your work in preparing our students for their future careers. We hope that there will be an opportunity for future collaboration between you and Humber College.

Sincerely,

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Chris Whitaker  
President & CEO

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Brien Gray  
Chair, Board of Governors

c.c. Laurie Rancourt, Senior Vice President, Academic  
Dean of School

## Appendix C: Orientation Checklist

Before their first Program Advisory Committee meeting, new members should have the opportunity to:

- Review documents such as:
  - *Become a Humber Program Advisory Committee Member* brochure and *Humber Program Advisory Committees: An Overview of the Roles and Responsibilities* document
  - Past meeting minutes
  - List of Program Advisory Committee members
  - Program documentation produced by the academic school
  - Program curriculum including the schedule of studies and a sample of a course outline
  - Other: \_\_\_\_\_
- Meet and interact with Humber representatives
- Become familiar with campus facilities

## **Appendix D: Conflict of Interest Guidelines**

Given the relationship between Humber's Board of Governors and its Program Advisory Committees, the Board's set of by-laws pertaining to conflict of interest shall apply.

- a. A member of the Board, or of a committee of the Board, who has an interest, directly or indirectly, in any contract, transaction, proposed contract or proposed transaction under consideration by the Board or such committee created by it shall:
  - i. declare the nature and extent of the interest as soon as possible and no later than the meeting at which the matter is to be considered; and
  - ii. refrain from taking part in any discussion or vote related to the matter.
- b. At the beginning of every Board meeting, the Chair is to ask and have recorded in the minutes whether any member has any interest to declare with respect to any agenda item.

## **Appendix E: Agenda Guidelines**

The goals and objectives for each meeting should be set in consultation with the chair, the recorder and committee members. The agenda should be reviewed at the beginning of the meeting, at which time any adjustments to the agenda should be made.

The agenda should identify date, time and location of the meeting. Each agenda item will have a time limit, and indicate if the item is for information only, for discussion, or is to be assigned to a sub-committee.

Typically, suggested agenda items should follow this order:

- Welcome and call to order
- Introduction of new members and guests
- Announcements
- Approval of the agenda and of past minutes
- Business arising from previous meetings
- New business and specific topics
- Date of next meeting, with an informal evaluation of the current meeting
- Adjournment

## Appendix F: Template for Minutes

Insert program name Program Advisory Committee Minutes  
Date  
Location

In attendance:

Regrets:

Topic	Discussion	DECISION/ACTION
Review of Minutes		
Topic #1		Action Item
Topic #2		Action Item
Topic #3		Action Item
Other Business		Action Item
Next Meeting		



## Appendix G: Membership List

Name of School:

Name of Program/Cluster Area:

Date:

### External:

Name (Chair):		Start Date as Chair:	Click here to enter a date.
Title:		Organization:	
Address	[Street address] [City, Province/Territory] [Country] [Postal code]		
Telephone:		Email:	
Relationship to Humber (if applicable)			

Name:		Start Date:	Click here to enter a date.
Title:		Organization:	
Address	[Street address] [City, Province/Territory] [Country] [Postal code]		
Telephone:		Email:	
Relationship to Humber (if applicable)			

### Humber Representatives:

Name:	Title:
Telephone:	Email:
Name:	Title:
Telephone:	Email: