

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); May 11, 2022

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.

Diversity

The unique experiences, perspectives and identities—both visible and invisible—that we all bring to campus as human beings.

Equity

Ensuring everyone has a fair chance to access, participate and succeed in all that SAIT has to offer.

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Full member	A member who is a voting member.
Inclusion	The intentional process of creating a campus culture where all people are welcomed, respected and feel as though they belong.
Non-credit course	A non-credit course is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
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 or to non-credit programs.

PROCEDURE

A. Mandate

The mandate of a Program Advisory Committee is to:

1. Advise the dean on technological, competitive, economic and human resource (including Equity, Diversity and Inclusion (EDI) and Indigenization) trends and elements which may affect SAIT and its educational and training service role in the

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particular program and industry that the Program Advisory Committee represents. SAIT's Office of Equity, Diversity and Inclusion is available to assist Program Advisory Committees when considering EDI-related trends and elements.

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.

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 committee and program represent. Membership should, to the extent that is reasonably possible, reflect SAIT's commitment to EDI and Indigenization principles.
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.

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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.
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.

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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 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 Processes

1. Resources are available through the Centre for Academic Development and Innovation (CADI) to assist SAIT employees with the administration of Program Advisory Committees and meetings. These resources include checklists for Academic Chairs, a toolkit with e-mail templates, etc., and are located on CADI's webpage on SAITNOW.

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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