

Policy Number	4.1
Approval Body	Board of Governors + Senate
Policy Officer	VP Academic + Provost
Approval Date	April 1999

4.1 UNIVERSITY ADVISORY COMMITTEES

ENABLING LEGISLATION + LINKED POLICIES

University Act

Advisory boards

Section 34 (1) The board may

- (a) appoint advisory boards, consisting, either wholly or partly, of persons unconnected with the university, on terms and for purposes the board may consider advisable, and
- (b) refer to an advisory board for advice and report any subject or matter that the board considers advisable.

(2) The advice and report of an advisory board appointed under subsection (1) must be considered and weighed by any body in the university to which the board directs the advice to be given or report to be made.

Senate of a special purpose, teaching university

- Section 35.2 (6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:
- (l) the consultation with community and program advisory groups concerning the special purpose, teaching university's educational programs

President and powers

- Section 59 (1) There must be a president of the university, who is to be the chief executive officer and must generally supervise and direct the academic work of the university.
- (2) Without limiting subsection (1), the president has the following powers:
- (d) to establish the committees the president may consider necessary or advisable.

OBJECTIVE

The objective of this policy is to enable the Emily Carr University of Art + Design (University) faculty and administration to remain sensitive to the realities of a changing educational environment and the curriculum, personnel and resources of the University are optimally integrated to prepare students for life long learning and a career of their choice.

SCOPE

This policy applies to academic and curricular based advisory committees; this policy does not apply to the President's External Advisory Committee.

POLICY

1. To ensure a high degree of relevancy and currency in the University's programs, the University will actively seek the advice of educators, employers and practitioners from the field. To this end there will be University Advisory Committees. The role of the committee is to advise the University on programs.
2. Committee recommendations will be presented to the Dean and faculty members of the Faculty for their review.
3. Terms of Reference for Advisory Committees have been established (below).

TERMS OF REFERENCE

1. Meetings

All University Advisory Committees should have a minimum of two (2) meetings a calendar year.

The relevant Dean or his/her designate is responsible for developing the committee's agenda for the first meeting. In consultation with the committee Chair, who is elected at the first meeting, the agenda for the second meeting is developed.

Topics for the agenda and for presentation should be forwarded to the Chair for distribution with the agenda at least one week prior to the scheduled meetings.

The minutes of University Advisory Committees shall be taken and filed with the President's Office. Administrative support shall be provided by the relevant Faculty.

2. Membership

Membership in University Advisory Committees may range from five (5) to twelve (12) members chosen from within and outside the University community. Membership is generally drawn from, but not restricted to, the following groups:

- (a) representatives from the field, industry, or sector;
- (b) practicing artists or designers who offer employment, or co-op or work studies opportunities for which the University program in question is drawing students;
- (c) where feasible, up to two (2) graduates of the program in question who have experience in the profession or sector;
- (d) representatives of appropriate industry/sector and professional associations where applicable;
- (e) representatives of provincial advisory committees where applicable;
- (f) community representatives who may broaden the range of advice;
- (g) representatives from other educational institutions;
- (h) representatives from the University faculty;

3. Mandate

- (a) To advise the University of initial professional competencies required by the profession or industry
- (b) To suggest advise on the course of studies so that the graduates may effectively demonstrate the program's learning outcomes and, where applicable, employability skills
- (c) To advise on appropriate academic, career, technical or professional standards for the program
- (d) To advise on educational support services and learning resources

- (e) To assist in promoting the programs and in placing the graduates
- (f) To project the needs of the profession or sector in the appropriate program area
- (g) To act, in general, as a liaison between the University and the relevant profession, industry or sector.

4. Terms of Office

All members of the University Advisory Committees are appointed by the President in consultation with the Deans of each Faculty and serve at the pleasure of the President for a term of one (1) year with the possibility of reappointment. Terms of such appointments run from August 1 to July 31 of each year. In cases where a vacancy occurs, the President may appoint an interim member to complete the balance of the term in question. To ensure continuity, the President will endeavor to reappoint up to half (50%) of the Committee members.

5. Chairperson

The members of the University Advisory Committees will elect a Chair from among their membership. This position will be elected on an annual basis.

6. Resource People

The President shall inform the members of the Advisory Committees those people who may act as resource persons to each committee. They may include:

- A faculty member from the program for which the Advisory Committee has been created;
- A department head, coordinator, studio/technical assistant from the relevant department.
- A member or members of the University administration
- Representatives from Human Resources Development Canada and the Ministry of Advanced Education
- Students enrolled in the program

Resource members shall not vote in the proceedings of University Advisory Committees.

7. Implementation

The Dean of the Faculty shall be responsible for the implementation of this policy.