

External Program Advisory Committees: Instructions and Template for Terms of Reference

These instructions and template are in accordance with **policy 60**, last reviewed October 2019.

Policy: University of the Fraser Valley recognizes the need for academic programs to maintain and increase their social, economic, and professional currency and relevancy. One of the key ways of meeting this need is by establishing a formal relationship with, and seeking advice from, community members and professional members outside the university who have a particular interest in a program.

Definition: an External program advisory committee is a committee established for existing UFV program(s) that includes a majority of members from community and/or professional bodies outside UFV.

Regulations: External program advisory committees will be established for UFV programs by the administrator responsible for the program in consultation with the dean.

Membership of external program advisory committees will vary according to the requirements of each program and is determined by the terms of reference for the committee. Composition of the committee will be recommended by the department head, school director or program coordinator upon consultation with the faculty teaching in the program and is subject to the approval of the dean. The Provost and Vice-President, Academic and the President will be informed of the committee's composition.

External Program Advisory Committees are expected to follow the *Terms of Reference - External Program Advisory Committees* as created and published by the Provost or designate. The Terms of Reference can be found on the Program Development and Quality Assurance website.

Instructions for formation of an external advisory committee:

- 1) Department head, school director, or program coordinator responsible for the program consults with faculty teaching in the program about individuals to be invited to join the advisory committee (nominees), and makes a recommendation to the dean on the composition of the committee.
- 2) The recommendation to the dean must include a draft Terms of Reference (TOR) for the Committee that is in accordance with the template provided below (all points on the template must be included, with the exception of 1.5-1.7 that are optional).
- 3) Dean approves committee composition and the department head, school director, or program coordinator formally invites the nominees to be members of the program advisory committee. The draft TOR is provided to the nominees.
- 4) Once a sufficient number of nominees have accepted the invitation, the department head, school director or program coordinator convenes the first meeting of the external advisory committee. The draft TOR are reviewed and approved at the first meeting.
- 5) The Provost and Vice-President, Academic and the President are informed of the committee's composition.

Administrative support: Questions about the formation of external advisory committees can be directed to the Associate Director, Program Development and Quality Assurance, Office of the Vice Provost.

Approval Date

Last Revised

[Name of Program, e.g. Computer Information Systems] External Advisory Committee

Terms of Reference

1. OBJECTIVES

The objectives of this Committee are:

- 1.1. To advise program administrators and faculty on the development or revision of programs, including program goals and learning outcomes, curriculum content and design.
- 1.2. To provide feedback about the effectiveness and relevance of the education offered by the program.
- 1.3. To advise on program currency with professional practice in the field and/or inform program of new directions or initiatives of regulatory bodies
- 1.4. To assist in community awareness of the program and university.

[Individual committees might choose to add some or all of the following objectives to their TORs, as relevant to their needs. Other objectives can be added as well.]

- 1.5. To assist in identifying employment or professional opportunities for program graduates.
- 1.6. To assist in identifying experiential learning opportunities for program students.
- 1.7. To assist the program, where possible, in fundraising, establishing scholarships, procuring supplementary supplies and/or equipment. [consider blending 1.7 in with 1.6]

2. MEMBERSHIP

Committee membership may include, wherever appropriate, individuals from the following categories, provided that the Committee includes a majority of members from community and/or professional bodies outside UFV.

- 1.1. Representatives of a business, governmental agency, community or professional group who perform the type of work that graduates of the program will be expected to perform, or is knowledgeable of the relevant field of practice.
- 1.2. Representatives of regulatory, licensing or certifying bodies or associations.
- 1.3. School director, department head, or coordinator responsible for the program.
- 1.4. Faculty members teaching in the program (permanent, full-time).
- 1.5. Students currently enrolled in the program or/and graduates of the program.
- 1.6. Representatives of other post-secondary institutions from similar or related programs.

Terms: The term of appointment of members is normally two to three years, and is renewable. However, appointments may extend beyond the time limit where appropriate. With a view to ensuring continuity, new appointments may be made at any time.

Ex-officio: The appropriate dean, or designate, may be a non-voting resource member of the committee. Other university personnel may be invited to act as resource on a regular or ad hoc basis.

Chair and Vice Chair: The Committee chair and vice chair will either be the school director, department head or program director, or an external member elected by the Committee. The term will be one or two years, at the Committee's discretion, and renewable. The chair is responsible for preparing the agenda and coordinating any other preparation for, or follow-up to, the meetings. The vice chair will chair meetings in the absence of the chair and in the event that the chair wishes to be an active participant in discussions. The chair and vice chair will consult to set the agenda.

3. CONDUCT OF BUSINESS

- 3.1. The Committee will normally meet twice annually, at a time convenient to the members.
- 3.2. Notice of the meeting and an agenda should be distributed to all members by the Committee chair at least 10 business days before the meeting.
- 3.3. The business of the committee shall be conducted by informal discussion, with advice and recommendations recorded in the meeting notes. Meetings may include teleconferencing or videoconferencing. Notes of the meetings will be recorded and approved by the Committee. The approved notes will be forwarded to the Dean.
- 3.4. Regular attendance is expected of all members of the Committee.
- 3.5. The school director, department head or program director shall inform program faculty, staff, and other University members as relevant, of significant developments arising from the Committee meetings. The Dean will be notified of any developments that have university-wide implications, such as fundraising and scholarship opportunities or possible donations of supplies and/or equipment so that University Advancement or other areas are properly informed.
- 3.6. Administrative support for the Committee (e.g., note taking and distribution of agenda package) will be provided by the program or Dean's office staff.