

**THE BOARD OF GOVERNORS OF  
SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BY-LAW NO. 5**

**Advisory Committee/Council Structure and Mandate**

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS of THE SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY (hereinafter called the "Corporation") for the structure and mandate of advisory committees/councils as follows:

**TERMS OF REFERENCE:**

**Advisory Committees**

Advisory Committees have an important role in the educational process. Advisory Committee members will directly participate in the development of programs to meet labour market requirements. Generally speaking, these are the ways that Advisory Committees contribute to Sault College:

- Contribute to the continuing relevance of course materials to the evolving needs of the market place.
- Provide assurance that programs meet the needs of employers without being so narrowly directed that job mobility is impaired.
- Monitor the continuing suitability of College facilities and equipment.
- Participate in the College's program review process.
- Form a valuable link between the College and the community.
- Encourage programs to reflect the changing roles and needs of our society.
- Provide written reports to the Board as warranted; Advisory Councils issue an annual report to the Board.

In addition to normal committee business, some suggested agenda topics for review and recommendation are listed on this and the following page. Most of these topics are researched and developed by the College prior to committee review in order that committee discussion can be focused and expedient. These topics are based on a schedule of one or two meetings per academic semester.

**Fall Semester (1 or 2 meetings)**

**Suggested topics**

- Instructional development
- Academic preparation of students
- Labour market trends
- Student life activities/orientation
- Impact of provincial and legislative changes
- New programs
- Planning and budgeting
- Facilities requirements
- Equipment requirements: new and replacement
- Outcomes learning
- Prior Learning Assessment
- College standards & accreditation

## **Winter Semester (1 or 2 meetings)**

### **Suggested Topics**

- Curriculum development/review
- Marketing
- General education/generic education
- Admissions
- Achievement levels
- Attrition
- Placement
- Work performance of graduates
- Program review criteria
- Requirements for industrial/commercial support
- Distance education
- International education
- Continuing Education & Contract Training

## **REPORTING RELATIONSHIP**

Advisory Committees/Councils report to the Vice President Academic. Membership on the committees/councils will be upon the approval of the Vice President, Academic. *Motion 10-02-A-5*

## **CODE OF CONDUCT**

In accordance with the College Values Statement, the Advisory Committees/Councils expect of themselves and their members ethical, businesslike, and lawful conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as members of Advisory Committees/Councils.

1. Advisory Committees/Councils' members, when acting in this role, are expected to consider and represent the interests of the College and its community as a whole in preference to any other interests which that Advisory Committee/Council member may also have or represent.
2. Advisory Committees/Councils members must declare a conflict-of-interest with respect to their fiduciary responsibility at the earliest opportunity. Where an Advisory Committee/Council member has declared an interest or possible interest, the member shall withdraw from the discussion, leave the meeting, and withdraw from voting in respect of the conflict. The Advisory Committee/Council member is responsible for ensuring that his/her conflict is recorded in the minutes.
  - a) The Advisory Committee/Council member and the College, except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
  - b) Advisory Committee/Council members must not use their positions to obtain for themselves, family members, or close associates employment within the organization.
  - c) Should an Advisory Committee/Council member apply for or be considered for full-time or non full-time employment, he/she must take a leave of absence and temporarily withdraw from Advisory Committee/Council deliberation, voting and

access to applicable Advisory Committee/Council information while the Advisory Committee/Council member is an active applicant in the employment process.

Once the process is completed, a part-time employee may once again sit on the Advisory Committee/Council.

- d) Conflict of interest normally relates, but is not limited to, a direct pecuniary interest of the member, either personally or through a member's family or close associates.
3. An Advisory Committee/Council member shall not divulge confidential information obtained as a result of his/her appointment or election, unless legally required to do so.

### **You Are Serving Your Community**

Your work as an Advisory Committee/Council member is important to Sault College and our communities.

Your contributions will help Sault College grow and continue to respond to the needs of our area.

Our communities and district will be better for your work.

Furthermore, your own contributions will be a source of pride for years to come.

### **ADVISORY COUNCILS**

Advisory Councils are similar to Advisory Committees in most functional areas. However, Advisory Councils typically possess a broader span of influence and review under their terms of reference.

**Reviewed and confirmed this 17<sup>th</sup> day of November, 2011**

  
Chair

  
Secretary-Treasurer