



<b>Program Advisory Committee Policy</b>
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<b>Policy Type</b>	Academic	<b>Initially Approved:</b>	February 2020
<b>Policy Sponsor</b>	Vice-President, Academic Affairs	<b>Last Revised:</b>	October 2024
<b>Administrative Responsibility</b>		<b>Review Scheduled:</b>	October 2029
<b>Approver</b>	General Faculties Council		

**PURPOSE**

Ambrose University recognizes the critical role community engagement has in the development and review of its programs. The advisory committee’s purpose is to assist the University in fulfilling its educational commitment to its students, the community, the province and the nation.

**SCOPE**

This policy applies to all program advisory committees at Ambrose.

**ROLE OF ADVISORY COMMITTEES**

The role of advisory committees is to support Ambrose in ensuring that its programs meet the needs of its students and the communities it serves.

Committees bring contacts, insights and energy into the academic planning process. Committees provide important information about the university’s external environment which is crucial to effective academic planning. They are also an important source of information about the university for the community.

Major program revisions should be considered by the appropriate advisory committee.

**GOALS**

1. Provide information about the University's external environment which will inform academic planning.
2. Review and comment on major program revisions.
3. Provide input during all formal program evaluations/accreditations/reviews.
4. Provide information and advice about experiential learning opportunities for students;
5. Keep the University informed of changes in the employment situation and other external factors which may influence the development, continuation or deletion of programs and courses;
6. Assist the University in obtaining feedback on the performance of graduates;
7. Assist the University in obtaining scholarships and other appropriate donations;
8. Be advocates/ambassadors for the program in the community;
9. Network with faculty and students.

**AUTHORITY**

The Committee advises the Chair and Dean on matters pertaining to the program.

The Committee provides a summary report of annual meetings, recommendations, activities to the President via the Dean and VPA.

**MEMBERSHIP**

Each program or department will determine the appropriate representation to support the purpose of the committee.

A member normally serves a two-year term, which may be renewable.