

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Program Council Policy

EFFECTIVE DATE: July 31, 2023

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all degree programs offered by The Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 Purpose

To give students the opportunity to provide feedback to their faculty members and Dean on their current experience in the program and to resolve issues, if any.

3. DEFINITIONS

3.1 Dean

For the purpose of this policy, Dean refers to the Academic Administrator with program responsibilities.

3.2 College Community

All students, employees of the College, clients served by students, and visitors to the College.

3.3 Academic (Faculty) Coordinator

Faculty who in addition to their teaching responsibilities provide academic leadership in the coordination of courses and/or programs. They play a valuable role in supporting learners and academic programs.

4. POLICY

- 4.1 Every full-time degree program offered by the College must have a Program Council as per the Postsecondary Education Quality Assessment Board requirements for degree programs. Programs that flow through to other programs or ones of similar nature may be grouped as a cluster for Program Council purposes. A Program Council meeting is to be scheduled within the first five weeks of the start of the academic year.
- 4.2 New students enrolled in degree programs starting at times other than September are to join the existing Program Councils.
- 4.3 There shall be a minimum of one meeting per semester. Additional meetings are encouraged and are to be held at the discretion of the Dean or Program Council members.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice President, Academic is responsible for the effective implementation of this policy and to resolve any disputes arising over policy interpretation.

6. EVALUATION

This policy will be evaluated every five years or earlier if required.

7. RELATED MATERIALS

- Postsecondary Education Quality Assessment Board (PEQAB) Manual for Ontario Colleges