

CANADORE COLLEGE
OPERATIONAL PROCEDURES MANUAL

Procedures – Program Council

1. Membership

- 1.1 Membership shall consist of learner representatives from each level and section of the program, the Dean responsible for the program, the Academic (Faculty) Coordinator of the program, and faculty representatives associated with the program.
- 1.2 The Dean and the Academic (Faculty) Coordinator are permanent members of the Council.
- 1.3 The Dean will act as chairperson of the Program Council and a learner elected by the other learner representatives sitting on the Council will act as secretary.
- 1.4 The Council can invite other members of the College community to attend and address specific agenda items.
- 1.5 Administrative support will be provided by the academic department.

2. Mandate

- 2.1 Agenda items may include any aspect of the program including, but not limited to, the following:
 - Curriculum content;
 - Learning resources;
 - Course content delivery methods;
 - Evaluation and progression procedures;
 - Course and program changes;
 - Class/exam schedules;
 - Admission procedures;
 - Clinical/field placement; and
 - Social events.
- 2.2 Program Council is committed to addressing issues raised at the meetings. To help manage the discussion, the following agenda format must be followed. At every meeting, for each agenda item, the committee will determine:
 - Any action required;
 - To whom the action is delegated; and
 - The deadline for action.
- 2.3 Program Councils are not the appropriate forum for addressing a specific complaint between a learner and a faculty.

3. Meetings

- 3.1 Terms of Reference must be established at the first meeting of the Program Council. A sample template is included in Appendix A.
- 3.2 There shall be a minimum of one meeting per term. As Chair of the Council, the Dean shall be responsible to call all Council meetings.
- 3.3 The first meeting shall be called within five (5) weeks of classes and be held once per semester, at minimum.
- 3.4 Meetings can also be called at the request of any Council member.
- 3.5 Meetings normally will be open to all learners in the program but may be held in camera in exceptional circumstances.

4. Minutes

- 4.1 All meeting minutes shall be circulated electronically within ten (10) working days of the meeting to all Program Council members and shall also be circulated to the Vice President, Academic.
- 4.2 Minutes are to be recorded using the template found in Appendix B.
- 4.3 The learner representatives on the Program Council will make arrangements with the faculty to obtain class time for discussions of the minutes and issues with other learners in the program.

5. Roles and Responsibilities

5.1 Dean

The Dean will:

- Hold an election for class representatives for each level and section of the program to sit on Program Council;
- Select faculty associated with the program to sit on Program Council;
- Elect a learner representative from the Council to act as secretary; Administrative support will be provided by the Office of the Vice President, Academic;
- Schedule meetings and set Program Council agendas in consultation with the learner representative co-chair; and
- Address items which require further action.

5.2 Council Secretary

The Council Secretary will:

- Record meeting minutes using the template in Appendix B; and
- Circulate minutes of meetings electronically within ten (10) working days of the meeting to Council members and College administrators listed in Appendix 1.

5.3 Learner Representatives

Learner Representatives will:

- Obtain class time from their faculty to discuss Program Council activities; and
- With their Dean, or delegate, participate in the organization and execution of the learner representative elections for both part-time and full-time learners.

Program Council – Honours [Degree name]

TERMS OF REFERENCE	
Type	Standing/Advisory Committee
Mandate/Purpose	To give learners the opportunity to provide feedback to their faculty members and Dean on their current experience in the program and to advise on current issues impacting the program and learner success/progression, if any (A-27)
Background	To meet the Postsecondary Education Quality Assessment Board (PEQAB) requirement that every full-time degree program offered by the College must have a Program Council. This Council has been established on [date].
Membership	<p>Composition of the committee</p> <p>Co-Chairs: Academic (Faculty) Coordinator and 1 learner representative</p> <ul style="list-style-type: none"> • Learner Representative: minimum 1 from each year and 1 from each section • Faculty: Academic (Faculty) Coordinator and additional faculty as assigned by the Dean • Dean: minimum 1 (Dean/delegate) • Others as needed (on invitation as needed) <p>Terms: learner representative, 2 academic years; faculty, 2 years</p>
Resources	<p>Academic Office Assistant(s) – Dean's Office</p> <p>Student body (survey/polls)</p>
Meeting Arrangements	<ul style="list-style-type: none"> • Frequency of meetings: minimum once per semester, or as needed • Quorum is not required. Recommendations to forward issues require agreement by 50% + 1 from faculty and student members • Calling the meeting – co-chairs (coordinator and 1 learner representative)
Minutes	<ul style="list-style-type: none"> • Recording: by volunteer published within 1 week of meeting • Distribution: shared document
Reporting	This Council reports to the Dean of the program.
Review	<p>Created date: [date]</p> <p>Last Review date: N/A</p> <p>Next Review date:</p>

**CANADORE COLLEGE
PROGRAM COUNCIL MEETING MINUTES**

Program	
School	
Meeting Date	
Meeting Time	
Attendees	(Chair) (Secretary)

Items No.	Discussion	Action	Owner	Deadline