

## AA 03 Program Council

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President , Academic
Approval Authority:	President's Council
Date First Approved:	1995-07-19
Date Last Reviewed:	2015-12-14
Mandatory Review Date:	2020-12-14

### PURPOSE

To give students the opportunity to provide feedback to their professors and Academic Administrator on their current experience in the program and to resolve issues, if any.

### SCOPE

All full time postsecondary programs

### DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Academic Manager, Course Chair, or Dean
College Community	All students, staff of the College, clients served by students, and visitors to the College
Student	Any student currently enrolled in a program on a full-time basis and part-time students enrolled in day programs.

### POLICY

1. Every full -time postsecondary program must have a Program Council. The mandate is found in Appendix 1. Programs that flow-through to other programs or program of a similar nature may be grouped as a cluster for Program Council purposes.
2. A Program Council meeting is to be scheduled within the first five weeks of the start of the academic year.
3. Level 01 students in programs starting at times other than September are to join the existing Program Councils.

4. Students enrolled in day programs offered on a part-time basis are to be invited to participate in the Program Councils of the full-time programs.
5. There shall be a minimum of one meeting per term. Additional meetings are encouraged and are to be held at the discretion of the Academic Administrator or Program Council members.

## PROCEDURE

These are the actions taken from the mandate of the Program Council, found in Appendix A.

<u>Action</u>	<u>Responsibility</u>
<b>1. Membership</b>	
1.1 Hold an election for class representatives from the full time and part time students for each level and section of the program to sit on Program Council.	Academic Administrator, students
1.2 Select professors associated with the program to sit on Program Council.	Academic Administrator
1.3 Elect a full time or part time student from the Council to act as secretary. Administrative support will be provided by the academic department.	Academic Administrator
<b>2. Meetings</b>	
2.1 Schedule meetings and set Program Council agenda.	Academic Administrator
2.2 Record minutes using template in Appendix 2.	Council Secretary
2.3 Circulate minutes of meetings electronically within ten working days of the meeting to Council members and College administrators as listed in Appendix 1.	Council Secretary
2.4 Address items which require further action.	Academic Administrator
<b>3. Communication</b>	
3.1 Obtain class time from professor to discuss Program Council activities.	Student representatives

## SUPPORTING DOCUMENTATION

Appendix 1	Mandate of the Program Council
Appendix 2	Minutes of Program Council Meetings Template

## RELATED POLICIES

SA 03	Student Complaints
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## RELATED MATERIALS

None

**AA 03: APPENDIX 1****MANDATE OF PROGRAM COUNCILS****1. Membership**

- 1.1 Membership shall consist of student class representatives from each level and section of the program, the Academic Administrator responsible for the program, the Coordinator of the program, and faculty representatives associated with the program.
- 1.2 The Academic Administrator and the Program Coordinator are permanent members of the Council.
- 1.3 The Academic Administrator will act as chairperson of the Program Council and a student elected by the students 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
- Social events

- 2.2 Agenda/Action Items

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:

- a. What action is required?
- b. To whom the action is delegated?
- c. What is the deadline for action?

2.3 Program Councils are not the appropriate forum for addressing a specific complaint between a student and a professor. Such a complaint should be addressed under Policy SA 03 Student Complaints.

**3. Meetings**

3.1 There shall be a minimum of one meeting per term. As Chair of the Council, the Academic Administrator shall be responsible to call all Council meetings.

3.2 The first meeting shall be called within the first five (5) weeks of classes. At that meeting, dates for subsequent meetings are to be set for the semester.

3.3 Meetings can also be called at the request of any Council member.

3.4 Meetings normally will be open to all students in the program but may be held in camera in exceptional circumstances.

**4. Minutes**

4.1 All minutes of meetings shall be circulated electronically within ten working days of the meeting to all Program Council members and shall also be circulated to the appropriate Dean, the Senior Vice President, Academic, the Vice President, Student Services, the Director, Student Support Services and the Vice President of the Algonquin Students' Association.

4.2 Minutes are to be recorded using the template found in Appendix 2.

4.3 The student representatives on the Program Council will make arrangements with the Academic Administrator and/or a professor to obtain class time for discussions of the minutes and issues with other students in the program.

## AA 03: APPENDIX 2

### ALGONQUIN COLLEGE MINUTES OF PROGRAM COUNCIL MEETING

<b>PROGRAM</b>	
<b>SCHOOL OR FACULTY</b>	
<b>DATE</b>	
<b>TIME</b>	
<b>PRESENT</b>	(CHAIR) (SECRETARY)

<b>ITEM NO.</b>	<b>DISCUSSION</b>	<b>ACTION</b>

ITEM NO.	DISCUSSION	ACTION