

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E2
TITLE PROGRAM COUNCILS	ORIGINATOR Vice President, Academic	
	APPROVED BY PEC	
	EFFECTIVE DATE 2008.09.01	REPLACES 2007.09.30

PREAMBLE

Program Councils are intended to provide a forum for continuing dialogue amongst students, faculty and the academic chair to discuss topics related to a specific academic program and address issues that require attention.

POLICY

1. Every program shall have a Program Council.
2. A Program Council shall be established for each program within the first five weeks of the start of the academic year. Level 01 intakes of programs starting at times other than September are to join the existing Program Councils.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Membership

Membership shall consist of student class representatives from each level and section of the program, the Academic Chair responsible for the program, the Coordinator of the program, and faculty representatives associated with the program. The Academic Chair will act as chairperson of the Program Council and a student elected by the students sitting on the Council will act as secretary. The Council can invite other members of the college community to attend and address specific agenda items. 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:
 - a. Curriculum content;
 - b. Learning resources;
 - c. Course content delivery methods;
 - d. Evaluation and progression procedures;

- e. Course and program changes;
- f. Class/exam schedules;
- g. Admission procedures;
- h. Clinical/field placement; and
- i. Social events.

2.2 Agenda/Action Items

The Program Council is committed to addressing issues raised at its meetings. To help manage the discussion, the following agenda format must be followed.

For each agenda item at every meeting, 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 Notwithstanding the above, Program Councils are not the appropriate forum for addressing a specific complaint between a student and a professor.

3. Meetings

There shall be a minimum of two meetings per term. It would be beneficial to hold one meeting per month. As Chair of the Council, the Academic Chair shall be responsible to call all Council meetings. The first meeting shall be called within the first five weeks of classes. At that meeting, dates for subsequent meetings are to be set for the semester. Meetings can also be called at the request of any Council member. 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 Executive Dean/Dean, the Vice President, Academic, the Vice President, Student Services, the Director, Student Support Services and the Vice President of the Algonquin Students' Association.

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

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

Original Signed by
Vice President, Academic

APPENDIX I

ALGONQUIN COLLEGE
MINUTES OF PROGRAM COUNCIL MEETING

NAME OF PROGRAM:		
NAME OF SCHOOL OR FACULTY:		
MEETING NO.:		
DATE:		
TIME:		
ROOM:		
PRESENT: (CHAIR) (SECRETARY)		
ITEM NO.	DISCUSSION	ACTION