

# POLICY



<b>CATEGORY</b>	D. STUDENT AND ACADEMIC	
<b>SUBJECT</b>	INDUSTRY ADVISORY COMMITTEES	
<b>POLICY NUMBER</b>	D23	
<b>CROSS REFERENCE</b>	B300 – 11PR Travel Expense	
	<b>ADMINISTRATIVE SERVICES COMMITTEE</b>	<b>ACADEMIC COUNCIL</b>
	April 12, 2018	March 8, 2018
<b>POLICY STATEMENT</b>		
<p>Olds College has a well-established program development and evaluation process that includes advice from industry regarding the skills and knowledge graduates must demonstrate for successful employment. This process requires significant inputs from industry in order to be effective.</p>		
<b>GUIDELINES</b>		
<ol style="list-style-type: none"> <li>1. The role of the Industry Advisory Committee (IAC) is to: <ul style="list-style-type: none"> <li>● Advise the College on changes in the labour market which may affect the employment of graduates or the ongoing viability of existing programs;</li> <li>● Advise the College on requirements for new programs designed to meet emerging needs in the industry sector;</li> <li>● Advise College on defining the program outcomes and appropriate means of evaluating the achievement of those outcomes;</li> <li>● Assist in the evaluation of program outcomes in relation to the needs of the industry sector, and any other appropriate standards that may be applicable to the individual circumstances of each program;</li> <li>● Support the Olds College curriculum development processes by assisting in the identification of industry experts to serve as needs assessment/occupational analysis/program review participants.</li> </ul> </li> <li>2. Each program or program cluster at Olds College will have an Industry Advisory Committee (IAC). The Dean is responsible for ensuring that all provincial approved program, including Continuing Education programs, is associated with an IAC.</li> <li>3. The Chair of the IAC will normally be a representative from industry and will be named by the School Dean for a three-year term. A member of the Olds College staff or faculty may serve as Chair of the IAC; however, in this circumstance the committee must appoint an industry spokesperson to present a report to the Board of Governors. Coordination and support for IAC activities will be provided by the School.</li> <li>4. IAC members are appointed for an initial term of up to three years by the School Dean. The term of a member may be renewed once. In order to ensure that industry input is received on a continual basis, members who are unable to attend two consecutive meetings will be replaced. The School will maintain the roster of membership and the terms of each member's appointment. The School will manage turnover of the IAC to balance consistency with new ideas and new members.</li> <li>5. The makeup of each advisory committee should: <ol style="list-style-type: none"> <li>a. Represent the demographics of the industry by:</li> </ol> </li> </ol>		

- geographic location
- business size • enterprise mix (within the business)
- business organization;

- b. Include representatives that employ, or have employed, Olds College graduates;
  - c. Include one representative who is a graduate of Olds College and has gained significant post graduate work experience (three years minimum).
  - d. Include the Chair of the School
  - e. Include the Dean of the School
  - f. Include faculty or staff as identified by the Chair or Dean of the School.
  - g. Include a representative from the Continuing Education department
  - h. Include a representative from the current student body (senior student where available).
  - i. Include representative(s) from certifying bodies or professional associations, if applicable.
  - j. The VP responsible for Academics is an ex-officio member of each Industry Advisory Committee
6. Membership in an IAC will not include full-time College staff or faculty other than expressly identified in 4. Although, College faculty and staff may attend as observers.
  7. In order to facilitate discussion and allow input from all members, the IAC should be 6 - 15 members. Olds College representatives will at no time exceed 50% of the IAC membership.
  8. The nomination process for new IAC members will be communicated by the School Dean to the School staff & faculty, students, and Industry Stakeholders.

**IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

**VICE PRESIDENT Responsible for:** Academics

**REVIEW PERIOD:** 5 Years

# PROCEDURE

SUBJECT AND POLICY NUMBER:	D23 Industry Advisory Committees
VICE PRESIDENT Sign Off Date:	April 12, 2018

1. In determining a roster of potential IAC members, the Dean will implement a process that solicits input from all School staff and includes nominations solicited from industry as well as students and alumni.
2. Each IAC will present to the Board of Governors of Olds College outlining their deliberations and detailing, if appropriate, information relative to their industry sector that may have an impact on Olds College programs or graduates. The reports will be scheduled by the office of the Vice President responsible for Academics. Reports may deal with such topics as the:
  - Identification of employment opportunities for Olds College graduates
  - Changes in the sector business/working environment
  - Changes in technology
  - Changes in policies and regulations
  - Changes in the markets
  - Feedback detailing the ability of Olds College graduates to perform in industry
  - Any other matter deemed important by the IAC
3. Each IAC will promote Olds College performance based training programs and graduates in their respective industry sectors.
4. Each IAC will meet at least once per year, at the call of the Chair. The agenda for each meeting will be established through consultation with the Chair of the IAC, the School Dean and the Program Chair. Input may be solicited from other School or Continuing Education faculty or staff.
  - In consultation with the Chair of the IAC, the School will be responsible for management of the IAC including scheduling meetings, inviting participants, preparing the agenda, taking & distributing minutes and tracking any action items from the meeting.
  - Meetings will be scheduled to optimize industry attendance and may be held in locations other than Olds in order to facilitate attendance or reduce travel costs. Travel expenses to attend IAC meetings may be reimbursed according to [Policy B300 – 11PR Travel Expense](#).
  - Members may attend meetings virtually using video or web conferencing technologies upon request.
  - Minutes of the IAC meetings will be documented and made available to all College employees and students upon request. Minutes will be distributed to the IAC members within 30 days of the meeting date and made available in shared folder accessible to School staff & faculty. Minutes will be the responsibility of the Administrative support from the School.
  - Quorum for meetings – 50% of the membership

# APPENDIX A



SUBJECT AND POLICY NUMBER:	
VICE PRESIDENT Sign Off Date:	

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# APPENDIX B



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