

INDUSTRY ADVISORY COMMITTEE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. Academic
Policy Number:	A12
Approval Date:	May 24, 2023
Effective Date:	May 24, 2023
Policy Owner:	Vice President, Academic

Objective:	Olds College of Agriculture & Technology (the “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.
Policy:	<ol style="list-style-type: none"> 1. The role of the Industry Advisory Committee (IAC) is to: <ol style="list-style-type: none"> a. Advise the College on changes in the labour market which may affect the employment of graduates or the ongoing viability of existing programs; b. Advise the College on requirements for new programs designed to meet emerging needs in the industry sector; c. Advise the College on defining the 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; d. Support the College by assisting in the identification of industry experts. e. Actively promote programs and the college and provide a link to community engagement activities and industry networks. f. Identify Work Integrated Learning (WIL) and employment opportunities. g. Support program faculty and staff recruitment as requested by the Dean. 2. Each program or program cluster at the College will have an Industry Advisory Committee (IAC). The Dean is responsible for ensuring that all provincial approved programs are associated with an IAC. 3. The Chair of the IAC will be a representative from industry and will be named by the School Dean for a three-year term. A member of the 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. 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.

5. The makeup of each advisory committee should:
 - a. Represent the demographics of the industry by:
 - geographic location
 - business size
 - industry sector
 - business organization;
 - b. Include representatives that employ, or have employed, College graduates;
 - c. Include one representative who is a graduate of the College and has gained significant post graduate work experience (three years minimum).
 - d. Include the Associate Dean of the School
 - e. Include the Dean of the School
 - f. Include the Program Curriculum Committee (PCC) Chair
 - g. Include faculty or staff as identified by the Chair of IAC or Dean of the School.
 - h. Include a representative from the Continuing Education department
 - i. Include a representative from the current student body (senior student where available).
 - j. Include representative(s) from certifying bodies or professional associations, if applicable.
 - k. The Vice-President responsible for Academics is an ex-officio member of each Industry Advisory Committee
 - l. Membership in an IAC will not include full-time College staff or faculty other than expressly identified in 4.

6. In order to facilitate discussion and allow input from all members, the IAC should be 6 - 15 members. College representatives will at no time exceed 50% of the IAC membership.

7. The nomination process for new IAC members will be communicated by the School Dean to the School staff & faculty, students, and Industry Stakeholders.

Definitions:

Related Information:

Related Procedures:

Review Period:

3 years

Revision History:

New: 2003
 Revised: 2007
 Revised: 2018
 Revised: May 2023