

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> E2
	<b>ORIGINATOR</b> Vice President, Academic	
	<b>APPROVED BY</b> PEC	
<b>TITLE</b> <b>PROGRAM/DEPARTMENTAL COUNCILS</b>	<b>EFFECTIVE DATE</b> 2001.05.30	<b>REPLACES</b> 2000.02.29

**PREAMBLE**

Program Councils are intended to provide a forum for students, faculty and the academic manager of a specific program to discuss topics related to the program. A secondary benefit is a continuing dialogue on issues that will require attention and vigilance over time.

**POLICY**

1. Every program or program cluster shall have a Program Council.
2. The Council shall be established at the beginning of each academic year by the Program Chair.

**PROCEDURES, ROLES AND RESPONSIBILITIES**

1. Membership

Membership shall consist of student class representatives from each level and section of the program, the Program Chair responsible for the program, the Coordinator of the program, and any faculty from within the program. The chairperson and secretary of the Council shall be students elected by their peers. The Council can invite other members of the college community as the agenda demands. Administrative support will be provided by the academic department.

2. Scope

Within the spirit of the above, agenda issues may include any aspect of the program including but not limited to the following:

- a. Curriculum content;
- b. Learning resources;
- c. Class/exam schedules;
- d. Promotion and evaluation procedures, course and program changes;
- e. Admission procedures/placement enhancement; and
- f. Social events.

Notwithstanding the above, Program Councils are not the appropriate forum for addressing individual complaints.

3. Meetings

There should be a minimum of two meetings per term. It would be beneficial to hold one per month. The Program Chair or delegate shall call the first meeting of the academic year. The first meeting shall be called within the first four (4) weeks of classes. Subsequent meetings will be called by the Chair and any Council member can request the Chair to call a meeting. Meetings normally will be open 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 in attendance and shall also be circulated to the appropriate Dean, the Vice President, Academic, the Vice President, Student Life and Human Resources, the Director, Student Services and the President of the Algonquin Students' Association.

4.2 The student representative will make arrangements with the Program Chair or delegate, to obtain class time for discussions of the minutes and issues with other students.

**RELATED DIRECTIVES**

Glossary of Terms

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*(Original signed by)*  
Vice President, Academic