

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2023-01-01		Vice President, Academic and Provost	
Procedure Name			
External Advisory Committee			
Policy This Procedure is Under		Date of Next Policy Review	
External Advisory Committee		December 2026	
Date Issued	Date Revised	Related Policies	
December 5, 2023	NEW		

1. PURPOSE

- 1.1 External advisory committees (EAC) are required for all baccalaureate and graduate programs of study. This does not detract from the opportunity for an academic unit to establish an EAC for non-degree programs of study and/or establish an EAC to provide advice on all Senate-approved academic programs of study delivered by the unit. Each EAC provides informed advice to faculty and administrators responsible for the associated academic program(s) of study.
- 1.2 A unique EAC is not required for each academic program of study. A single EAC may advise multiple related programs of study. For example, an academic unit (e.g., school, institute, or department) with a single cluster of related academic programs of study may elect to have a single EAC.

2. SCOPE

With respect to one or more academic programs of study, advice and assistance may be sought from an EAC regarding one or more of the following:

- a) philosophy, goals, and objectives;
- b) design, evaluation, and revision;
- c) curriculum, including consideration of elective options that encourage breadth of knowledge and abilities;
- d) diversity of peoples, cultures, and perspectives, with particular consideration of including Indigenous content and knowledge as appropriate;
- e) programmatic enhancements such as field trips, guest lecturers, and learning experiences that will increase students' attainment of program learning outcomes, employability, preparedness for advanced degrees, etc.;
- f) incoming knowledge, skills, and attitudes necessary for a student to be successful, which may be necessary to include as admission requirements;

- g) knowledge, skills, attitudes, employee competencies, and vocational standards expected of graduates, including but not limited to advice concerning exit standards and National Occupation Classification (NOC) codes;
- h) needs and requirements of the employment market from the perspective of professional organizations, unions, practitioners, public employers, and/or private employers;
- i) meeting of professional, licensing or certification requirements and securing of formal recognition by industry and/or government regulatory bodies;
- j) expected or anticipated labour market and industry trends;
- k) alignment with government plans and intentions;
- l) support securing work-integrated learning placements for students and work placements for graduates;
- m) obtaining financial support for students and the program(s);
- n) public awareness of the program(s) of study and the University; and /or
- o) other matters regarding the program that may arise from time to time.

3. MEMBERSHIP

- 3.1 EAC membership consists of five to fifteen external voting members and three to five internal non-voting resource members.
- 3.2 EAC membership should be balanced and inclusive, reflecting the diversity of Capilano University's community partners, including territorial rights holders. Membership should incorporate the broadest possible range of qualifications, skills, and experiences in relation to the academic unit's associated discipline(s) or field(s) of study.
- 3.3 EAC members, voting and non-voting, serve in support of the academic unit and its associated program(s) of study without remuneration.

External Members (Voting)

- 3.4 The academic unit establishing an EAC for its associated academic program(s) of study nominates the external members for the committee. The dean of the faculty housing the academic unit then appoints the external members to the committee.
- 3.5 EAC external members may include but are not limited to representatives from the following:
 - a) alumni who have graduated from the associated program(s) of study;
 - b) relevant businesses, corporations, or industries aligned with the associated program(s) of study and applicable National Occupation Classification (NOC) codes;
 - c) relevant professional and/or occupational associations;
 - d) relevant public for-profit and/or not-for-profit organizations; or

- e) relevant regulatory, oversight, licensing, examining, and/or certifying associations.
- 3.6 Each EAC external member is appointed for at least one two-year term and may not serve more than three consecutive terms.
- 3.7 Each EAC external member receives a letter, copied to the dean and to the Vice President Academic and Provost, from the academic unit designate (e.g. school chair, coordinator, and/or convener) that states the start and end dates of their appointment.
- 3.8 The EAC chair will be elected annually from and by the EAC's voting members and will serve no more than three consecutive years.

Resource Members (Non-voting)

- 3.9 Each EAC should include three to five CapU non-voting resource members, including but not limited to the following:
 - a) the dean of the faculty that houses the academic unit that offers the associated program(s);
 - b) one chair, coordinator, or convener from the academic unit that offers the associated program(s) of study; and
 - c) one student from the associated academic program(s) of study.
- 3.10 EAC non-voting resource members do not have term limits as they serve based on their roles – e.g., dean, school chair, coordinator, current student, etc.

4. MEETINGS

- 4.1 An EAC meets a minimum of once per academic year, typically for 90–120 minutes. An EAC may, however, elect to meet as often as necessary to perform duties or at other times of the year.
- 4.2 When the academic unit housing the associated program(s) of study for which the EAC provides advice is undergoing cyclical academic review, the academic unit's External Review Committee (ERC) will typically meet with the EAC during the site visit. Cyclical academic reviews typically occur once every five to seven years.
- 4.3 A quorum of 50% of the voting membership is required for an EAC to issue recommendations.
- 4.4 Meeting dates and times are set by the EAC chair in consultation with other members of the committee. Meeting dates and times are announced at least one month in advance. The mode of each meeting (e.g., in person or virtual) will be determined by the committee to maximize participation.
- 4.5 The EAC chair will develop an agenda for each meeting in consultation with the dean and academic unit designate (e.g. school chair, coordinator, and/or convener) and the chair will share the agenda with other EAC members at least two weeks prior to the meeting.

5. REPORTING

The appropriate dean's office will provide administrative support (e.g., room bookings, calendar invitations, circulation of the agenda, etc.) and ensure that minutes are taken at every meeting, approved at each subsequent meeting. The dean's office will share the minutes with the academic unit and faculty council or appropriate faculty committee (e.g., strategic planning) for record keeping and in support of academic planning.

6. REVIEW

The EAC will assess its own performance and effectiveness through self-assessment activities once every two to three years. Resources to support EAC self-assessment activities will be available through the office of the Vice President Academic and Provost.

7. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

The office of the Vice President Academic and Provost is responsible for the development, subsequent revisions to and operationalization of this procedure under the oversight of the Vice President, Academic and Provost.