TITLE: PROGRAMS: ADVICE FROM STAKEHOLDERS

POLICY STATEMENT:

All Red Deer College programs regularly and actively seek the advice and input of informed stakeholders (e.g. employers, graduates, professionals, other educational institutions, and interested community members) in such matters as employment market, student demand, trends in the field, regional and provincial needs, program promotion and marketing, curriculum, and program delivery, articulation and transfer.

PURPOSE:

The community RDC serves can fulfill an important role in program development and continuing program relevance. This policy promotes regular, meaningful input from stakeholders to guide program development and change that meet the criteria of responsiveness, accessibility, affordability, accountability, high quality and alignment with community and regional needs.

SCOPE:

The policy applies to university transfer programs and all certificate, diploma, applied degree and degree programs approved by Alberta Innovation and Advanced Education. The policy does not apply to programming that issues a Certificate of Attendance.

PRINCIPLES:

Consultation with stakeholders helps keep educational programming current, relevant and aligned with community and regional needs.

DEFINITIONS:

GUIDELINES:

1. Strategies to seek advice from stakeholders may include, but are not limited to, Program Advisory Committees, surveys, interviews, focus groups, liaison with transfer institutions, accreditation/external approval activities.

2. If programs establish a Program Advisory Committee, the following guidelines may be used.
   - The primary focus of Program Advisory Committee contact and meetings is to seek information from the sector.
   - Terms of reference reflect the Programs: Advice from Stakeholders Policy and the Committees at Red Deer College Policy.
   - The agenda is usually prepared by the Program Chair/Coordinator and material should be distributed to members a minimum of one week prior to the meeting.
   - A minimum of one meeting per year should be held.
   - Membership is arranged with overlapping terms where possible.
   - College faculty and staff attend as resource persons.
   - Committee members may be reimbursed for travel expenses as per the College guidelines as approved by the Program Chair/Coordinator but, otherwise, serve without pay.

- The Program Chair/Coordinator provides an annual report on the Program Advisory Committee to the Department Council and the Dean.

PROCEDURE:

1. Each program develops and implements a plan to seek advice and input from informed stakeholders on program issues.

2. The Program Chair/Coordinator forwards the plan for approval by the Department Council and submits the plan to the Dean.

3. The plan provides for:
   - broad stakeholder input (e.g. graduates, employers, professionals, other educational institutions, professional or licensing bodies, community members)
   - input on program issues such as employment market, student demand, trends in the field, regional and provincial needs, articulation and transfer, curriculum and program delivery, program promotion and marketing
   - regular, systematic input
   - communication of input to relevant College individuals/departments so that input is included in planning processes
   - opportunities to profile the program and the College

4. Plans are updated on a regular basis.

5. The Program Chair/Coordinator provides an annual report to the Department Council and the Dean regarding the results of the consultation.

OFFICER RESPONSIBLE: Academic Council

RECOMMENDING AUTHORITY: Chair of Academic Council

CONSULTATION FOR REVIEW: Academic Council Policy Committee, Deans, Chairs, Strategic Planning and Analysis

POLICY REVIEW DATE: February 2017

EFFECTIVE DATE: March 1, 2012

REVISION HISTORY: January 1, 2002 Program External Liaison Standard Practice
                            March1, 2012 (Revised and renamed Programs: Advice from Stakeholders Policy)

RELATED POLICIES:
- Committees at Red Deer College
- Ethical Conduct for Research Involving Human Participants
- Program Development and Redevelopment for Credit Programs
- Program Review

CONNECTION TO BOARD POLICIES:
All RDC policies support relevant Board of Governors operational policies.