

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) values the feedback Students provide concerning matters that relate to their education and is committed to providing Students with the opportunity to provide that feedback.

2.0 PURPOSE

- 2.1 Student feedback is valued and supports the University’s mission of student success and excellence in teaching and learning. Student Advisory Committees are one method of providing this valued feedback.
- 2.2 Student Advisory Committees provide an opportunity to enhance and shape the student experience at the University.

3.0 APPLICABILITY

- 3.1 Students enrolled at the University shall have the opportunity to participate in Student Advisory Committees.

4.0 DEFINITIONS

STUDENT

Any individual registered in any program, Ministry-approved or not, while on University premises, participating in a University activity, or representing the University, on or off campus.

ACADEMIC YEAR

The academic year spans September 1 – August 31.

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 Dean’s offices or designates are responsible for records management, membership, reviewing feedback received from Student Advisory Committees, providing consultation opportunities with stakeholders (i.e., industry), taking action, and providing follow up, as appropriate.
- 5.1.2 Dean’s offices will determine the appropriate number of Student Advisory Committees for a Faculty or School and ensure students are informed of related procedures.
- 5.1.3 Dean’s offices or designates are responsible for orienting students on the purpose and roles of Student Advisory Committees. The Students’ Association of MacEwan University (SAMU) may assist in orienting students and providing support to the committees, as required.

- 5.1.4 Students are responsible for participating in Student Advisory Committee meetings, soliciting feedback from peers, preparing for meetings, and presenting a fair representation of feedback obtained.

5.2 Mandate

- 5.2.1 Student Advisory Committees may provide feedback on areas such as, but not limited to the following:

- curriculum and course content
- learning opportunities, activities, and resources
- work-integrated learning
- institutional supports and services
- any general feedback that relates to the student experience

- 5.2.2 Student Advisory Committees are not the appropriate setting for faculty evaluation.

5.3 Communications and Operations

- 5.3.1 Within the first term of program commencement, the Dean, or designate, shall inform students of this policy.

- 5.3.2 Student Advisory Committees shall meet a minimum of once each academic year.

- 5.3.3 The Dean, or designate, shall respond to feedback from the Student Advisory Committee and keep the Committee informed of any follow-up actions.

- 5.3.4 The Dean, or designate, will arrange support as required.

5.4 Membership

- 5.4.1 Student Advisory Committee membership shall be composed of the following:

- a minimum of two students, currently enrolled and in good standing, from the Faculty or School, and
- the Dean, or designate, who serves as an ex-officio member.

- 5.4.2 A Student Advisory Committee chair and a secretary shall be chosen by the Committee. Whenever possible, these roles will be filled by students.

6.0 ASSOCIATED PROCEDURES

- Student Advisory Committees Faculty of Arts and Science Procedures
- Student Advisory Committees Faculty of Health and Community Studies Procedures
- Student Advisory Committees School of Business Procedures

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Credentials
- Program Approvals and Changes
- Baccalaureate Program Review
- Academic Advisory Councils

8.0 ACCOUNTABILITY

Policy Sponsor

The Provost and Vice President Academic

Office of Administrative Responsibility

The Office of the Provost and Vice President Academic

8.0 HISTORY

Relevant Dates

Approved: 21.06.14

Effective: 21.06.14

Next Review: 26.06

Modification History

- 80.09.18: Approved 80.09.18 by Board motion 28-5-80/81. Replaces Board policy 9.28 approved 79-02-13 by Board motion 14-9-77/78.
- 82.04: Reissued 82.04 with no changes to policy, to correct format.
- 84.08.29: Titles updated.
- 85.05.16: Changes made to regulations as recommended by Academic Council 85.05.07 and approved 85.05.16 by Board motion 12-15-84/85.
- 93.06.17: Approved by Board motion 15-11-92/93 noting the name is changed from Curricula Committees to Student Program Advisory Committees.
- 03.02.01: Format updated.

05.03.10:	Amended as recommended by Academic Council 05.02.08, and approved 05.03.10 by Board motion 01-3-10-2004/05.
09.10.08:	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
10.04.20:	Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-05-04-20-2010.
14.10.28:	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
14.12.22:	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
15.06.05:	Revisions, including renaming the policy from “Student Program Advisory Committees” to “Student Advisory Committees”, recommended by Academic Governance Council Executive Committee, and approved by Academic Governance Council motion AGC-14-06-05-2015.
21.06.14:	Policy revised to allow Faculties/Schools autonomy in their procedures and to clarify roles and mandate. Approved by General Faculties Council Motion #GFC 09-06-14-2021.
21.10.17:	Minor change to remove definition not suitable for use in policy. Approved by Policy Sponsor.