

## **1.0 ASSOCIATED POLICY**

- Student Advisory Committees

## **2.0 DEFINITIONS**

### **Academic Year**

The Academic Year spans September 1-August 31.

### **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.

## **3.0 PROCEDURE ELEMENTS**

- 3.1 The Dean of the Faculty of Fine Arts and Communications (FFAC) or designate has the responsibility for the administration of the procedures for Student Advisory Committees, pursuant to the Student Advisory Committees Policy.
- 3.2 Department Chairs or designates are responsible for:
- Informing students in committees about this policy within the first term of program commencement;
  - Serving as an ex-officio member on Student Advisory Committees;
  - Providing feedback and taking action on Student Advisory Committee recommendations as appropriate;
  - Obtaining and sharing all Student Advisory Committee notes with the Dean's Office and the Students' Association of MacEwan University (SAMU); and,
  - Assisting with scheduling meetings and Committee organization.
- 3.3 Student Advisory Committees should meet a minimum of once per term each Academic Year. The Committee's membership should include students who are currently enrolled in the Program or Department, who are in good standing, and who represent the diversity of the student body.
- 3.4 The Chair of each Student Advisory Committee is responsible for calling meetings (in collaboration with the Department Chair or designate), for setting agendas, and facilitating Student Advisory Committee meetings.
- 3.5 The Department Chair or designate is responsible for communicating with the Dean or designate on issues identified by the Student Advisory Committee and recommendations on next steps and will provide feedback to the students on follow-up actions.
- 3.6 A Student Advisory Committee may also be assembled by the Dean or designate at the Faculty level in addition to each Department (or Program) in FFAC.
- 3.7 The Dean or designate will report annually to Faculty Council on the activities and feedback from the Student Advisory Committee and provide an annual report to SAMU.

## **4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

N/A

## 5.0 ACCOUNTABILITY

### Responsible Office

Dean's Office, Faculty of Fine Arts and Communications

## 6.0 HISTORY

### Relevant Dates

Approved: **22.11.21**

Effective: **22.11.21**

Next Review: **27.11**

### Modification History

**22.11.21:** New procedure. Approved by General Faculties Council Executive Committee Motion#02-11-21-2022/23.