

1.0 ASSOCIATED POLICY

- Student Advisory Committees

2.0 DEFINITIONS

Academic Year

The academic year spans September 1 - August 31.

Advising

Faculty of Arts and Science Academic Advising Staff.

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 Advising will inform Faculty of Arts and Science students of the Student Advisory Committees Policy and send out a “Call for Students” by November 1 to populate the Student Advisory Committee.
- 3.2 Advising will collect and forward all names of interested students to the Dean or designate, including any names that may have been submitted to Department Chairs or Program Leads.
- 3.3 Dean or designate will strike at minimum one (1) Committee, based on the number of available volunteers.
- 3.4 Dean or designate is responsible for orienting students. The Students’ Association of MacEwan University (SAMU) and Advising may assist.
 - 3.4.1 Every effort will be made to ensure students complete the orientation.
 - 3.4.2 At the Dean’s or designate’s discretion, students may be permitted to participate without completing the orientation.
- 3.5 The Student Advisory Committee will have a minimum of one (1) meeting during the Academic Year. Students unable to attend a scheduled meeting may make a written submission.
- 3.6 The Office of the Dean will file meeting notes.
 - 3.6.1 The Dean or designate will forward a copy of the minutes and any feedback from the meetings to SAMU.
- 3.7 Any responses and/or feedback that result from these meetings will be shared with the Department Chairs, the Program Leads, as appropriate, and the Office of the Dean.
- 3.8 Any follow-up on feedback from the Dean or designate(s) will be shared with SAMU and the Committee Chair.

- 3.9 The Dean or designate will report annually to Faculty Council on the activities and feedback of the Student Advisory Committee.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

N/A

5.0 ACCOUNTABILITY

Policy Sponsor

The Provost and Vice-President Academic

Responsible Office

Faculty of Arts and Science Office of the Dean

6.0 HISTORY

Relevant Dates

Approved: **21.11.22**

Effective: **21.11.22**

Next Review: **2026.11**

Modification History

15.09.17: Reviewed and recommended by Faculty of Arts and Science Council.

15.12.07: Approved by Academic Governance Council Executive Committee motion EC-01-12-07-2015.

21.11.22: Comprehensively revised to align with Student Advisory Committees policy, update language, and add reporting mechanism. Approved by General Faculties Council Executive Committee motion #GFC-EC-04-22-11-2021.