

## **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 Students within programs will have the opportunity to provide feedback to the Dean's Office through Student Advisory Committees (SAC).
- 3.2 Student Advisory Committees will be established annually at the Faculty/Department/Program level and managed by the Dean or designate.
- 3.3 The Dean or designate is responsible for communicating to students about the policy and establishing the Student Advisory Committee within the first term of program commencement.
- 3.4 The Dean or Designate is responsible for orienting students. The Students' Association of MacEwan University (SAMU) may assist.
  - 3.4.1 Every effort will be made to ensure students complete the orientation.
  - 3.4.2 At the Dean or designate's discretion, students may be permitted to participate without completing the orientation.
- 3.5 Student Advisory Committees will be representative of the Faculty, Department, or Program. If established at the Faculty or Department level, the SAC will have representation from all programs within the Faculty or Department.
- 3.6 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 statement.
- 3.7 The Student Advisory Committee Chair will be a student who has responsibility for scheduling meetings in collaboration with the Dean or designate. The Committee Chair and secretary will be chosen from the committee and will be fulfilled by students whenever possible.
- 3.8 Any responses and/or feedback that result from SAC meetings will be shared with the Department Chair and the Office of the Dean.
- 3.9 The Dean's Office or designate is responsible for records management, reviewing feedback, and forwarding a copy of minutes and feedback to SAMU.

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

- Student Advisory Committees

## **5.0 ACCOUNTABILITY**

### **Policy Sponsor**

Provost & Vice-President, Academic

### **Responsible Office**

Office of the Dean, Faculty of Health and Community Studies

## **6.0 HISTORY**

### **Relevant Dates**

Approved: **22.01.31**

Effective: **22.09.01**

Next Review: **2027.01**

### **Modification History**

- 15.09.14:** Reviewed and recommended by Faculty of Health and Community Studies Council.
- 15.12.07:** Approved by Academic Governance Council Executive Committee motion EC-01-12-07-2015.
- 22.01.31:** Comprehensively revised to align with Student Advisory Committees policy, update language, and clarify roles. Approved by General Faculties Council Executive Committee motion GFC-EC-03-31-01-2022.