



Program Steering Committees

AC-011

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
02	01/28/2021	01/28/2023	Clarification of Steering Committee requirement and process

Dean, Liberal Arts and Academic Quality	Helen Pearce	
Policy Holder	Print Name	Date (01/28/2021)

Academic Council	
Advising Body	Date Consulted (03/18/2021)

Vice President, Academic	Kevin Weaver	
Approver	Print Name	Date (03/18/2021)

Purpose

The success of Georgian College programs is dependent upon our relationships with employers and community leaders who guide us to ensure our curriculum is relevant and responsive to emerging workplace trends. When new programs are developed, they do not yet have a Program Advisory Committee, so a Program Steering Committee is created to advise throughout the program development process. It is comprised of industry and community representatives, and Georgian faculty and staff. The purpose of this policy is to guide Georgian's operations of Program Steering committees in accordance with Georgian's academic policy and procedure [AC-001: Academic Quality Assurance](#).

Scope

This policy applies to all Georgian College credentials, which include Ontario College Certificates, Diplomas, Advanced Diplomas, Graduate Certificates, Honours Bachelor Degrees, and Local Board Approved Certificates.

Definitions

Word/Term	Definition
<i>Curriculum Information Management (CIM)</i>	<i>Curriculum information management module of CourseLeaf software used to manage course and program approval processes and data entry. The CourseLeaf Curriculum and CourseLeaf Catalog modules work together to automatically update all catalogues with approved course, program and student information system (Banner) data.</i>
<i>New Program Development Working Group</i>	<i>A team consisting of the Dean or Associate Dean, Program Development Faculty Lead and at least two faculty working group members. The team is responsible for the development of the new program curriculum.</i>
<i>Program Advisory Committee (PAC)</i>	<i>A committee made up of industry and community representatives responsible for guiding and contributing to the evolution of existing programs at the College. In particular, they provide guidance and advice to program teams regarding curriculum content and industry partnerships, ensuring relevance and responsiveness of each program.</i>
<i>Program Steering Committee (PSC)</i>	<i>A committee made up of industry and community representatives responsible for guiding and contributing to new programs in development at the College. Program Steering Committees are disbanded upon Ministry approval of the programs; however, some members may be asked to sit on the PAC.</i>
<i>Program Development Faculty Lead</i>	<i>The faculty who has been assigned the responsibility to write and guide the new program development through the process from start to finish. They also chair the Program Steering Committee meetings.</i>

Responsibility

The **Program Steering Committee (PSC)** is responsible for

- Adhering to the Employee Code of Conduct;
- Advising the New Program Development Working Group on the content that should be included in the new curriculum;

- Advising on required resources including teaching/learning, technology, equipment, and facilities;
- Advising on availability of SMEs who could be hired to teach in the new program;
- Advising on human resource trends related to future needs in the industry;
- Advising on the types and availability of industry support for work integrated learning (e.g., Co-op, clinical, internships);
- Helping to maintain an active public relationship profile to create awareness of the upcoming program;
- Providing a documented motion of support for the proposed new program in relation to the proposed curriculum, and community and industry need.

The ***Dean** is responsible for

- Ensuring a PSC is created for all new program development early in the development of the Statement of Interest (SOI);
- Assigning a faculty member to be the Program Development Faculty Lead;
- Working in collaboration with the Program Development Faculty Lead to invite a cross section of external Subject Matter Experts to participate in the steering committee;
- Maintaining a database of all members;
- Maintaining accurate notes and recommendations from the committee;
- Ensuring official PSC meeting minutes are captured in the Curriculum Information Management System (CIM) for the following approval bodies:
 - Capacity Assessment Committee – to document consultation and discussion regarding community and industry need for the program, as well as recommendations regarding necessary resources from an employer and industry perspective; and
 - Academic Council – to document a motion of support for the proposed new program curriculum.
- Officially disbanding the committee when the final Ministry approval of the program is received, or when a decision has been made to discontinue the program development process;
- Advising the PSC of the Ministry decision, thanking them for their service, and providing next steps to establish a Program Advisory Committee.

**Note: The Dean may designate responsibility to the Associate Dean as appropriate.*

The **Program Development Faculty Lead** is responsible for

- Chairing the steering committee meetings;
- Providing a connection between the Office of Academic Quality and the requirements of new program development and the steering committee members;
- Providing progress updates at each meeting.

The **Steering Committee Support Person** is responsible for

- Facilitating meeting logistics;

- Ensuring new members receive an orientation package that contains policies AC-003: New Program Development and AC-011: Program Steering Committee, and the organization chart and key contacts in the academic area and the Employee Code of Conduct
- Attending PSC meetings and recording minutes;
- Tracking recommendations and ensuring any follow-up has been done.

Policy

- 1.1 A PSC is required for all new programs that are being developed.
- 1.2 The PSC meets a minimum of two times.
 - 1.2.1 The first mandatory meeting occurs during the development of the Statement of Interest (SOI) for the purpose of gathering information about potential resource requirements and to gauge level of industry/community support for the new program. This consultation occurs before the Capacity Assessment Committee meets to determine resource requirements.
 - 1.2.2 The second mandatory meeting occurs after Academic Leadership Team approval of the new program's Statement of Interest, during the development of the curriculum. At this meeting, the PSC share and receive feedback regarding the proposed curriculum, and provide a motion of support to move the program forward to Academic Council for approval.
- 1.3 PSCs are disbanded upon confirmation of final Ministry approval of the program, or when a decision has been made to discontinue the development process. An official motion to support the new program must be obtained from the PSC and documented.

Procedures

Program Steering Committee Procedure

- 2.1 PSCs are established during the early stages of the Statement of Interest for a new program proposal, and meet to discuss the viability of the proposed program from an employer and industry perspective. Formal meeting minutes documenting discussion and input from the PCS are obtained at this stage, and attached to the program proposal in CIM prior to the convening of the Capacity Assessment Committee.
- 2.2 PSCs meet at least three times throughout the Curriculum Design, Consultation and Costing stage of the development process. At the final PSC meeting during this stage, formal minutes documenting the PSC's support for the proposed curriculum is obtained and attached to the program in CIM, prior to the convening of Academic Council.
- 2.3 The Faculty Lead works with their Steering Committee Support Person to book relevant meeting rooms/teleconferencing for the meeting.
- 2.4 At each meeting, minutes are taken to create a permanent record of the discussion, action items, motions and recommendations, and uploaded in CIM.
- 2.5 Final meeting minutes are distributed to the PSC within two weeks of the meeting.
- 2.6 Upon confirmation of final Ministry approval of the program, the PSC will be notified in writing.

2.7 If a decision is made to discontinue the development of the program, the PSC will be notified in writing.

Related Materials

Minister's Binding Policy Directive: Framework for Programs of Instruction
The Georgian College of Applied Arts and Technology By-law No. 14
Program Advisory Committee Terms of Reference
[AC-003: New Program Development](#)
Program Steering Committee Agenda and Minutes templates