


Student Academic Engagement Council

AC-012

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
02	01/28/2021	01/28/2023	Clarification of student representation

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

Student input into quality assurance is valued at Georgian College. The purpose of this policy is to ensure that students have the opportunity to provide feedback about their academic experiences directly to the academic administrators who oversee their programs. It also ensures that Deans can respond to student feedback, and that they have the opportunity to share with students, information about new initiatives, program successes and new opportunities.

Scope

This policy applies to all Georgian credit programs, as well as English as a Second Language and Apprenticeship programs.

Definitions

Word/Term	Definition
<i>Program Assessment</i>	<i>The annual process used to review program performance based on college strategic priorities, stakeholder input, and the analysis of curriculum. This occurs annually and includes a mid-year follow-up to track implementation and progress of any changes or improvement plans.</i>
<i>Program Renewal</i>	<i>A comprehensive, cyclical program quality review process that occurs every five years for diploma and certificate programs and before the end of the consent period for degree programs (in accordance with the Postsecondary Education Quality Assessment Board's guidelines).</i>
<i>Student Academic Engagement Council</i>	<i>A committee of current, full-time or part-time student volunteers who represent their programs. They meet with the administrative staff in the academic department to explore opportunities and advocate on behalf of the students in their program area, and to contribute to the ongoing quality of their educational experiences.</i>

Responsibility

The **Student Academic Engagement Council (SAEC)** is responsible for

- ensuring students have an opportunity to contribute to the college's academic quality assurance processes in relation to their programs;
- creating connections between students across program areas within academic departments or across campuses, and between students and their academic administrators;
- providing a forum to address and resolve student issues related to their learning experiences.

The ***Dean** is responsible for

- ensuring a SAEC is established within their portfolio;
- determining how SAEC members are recruited;
- setting the agenda in consultation with student representatives, and chairing and hosting the Council;
- soliciting and responding to feedback from students about their academic experiences;
- sharing new initiatives and program successes with the student representatives;
- relaying issues of concern/appreciation to other services at the college to the appropriate manager;
- ensuring feedback from these service areas is captured as an action item on the minutes and reported on at the next SAEC, or via email if time sensitive.

*Note: The Dean may designate responsibility to the Associate Dean as appropriate. At the Orangeville, South Georgian Bay and Muskoka campuses, the Dean responsibilities are undertaken by the Campus Manager.

The **Student representatives** are responsible for

- contributing to the quality assurance process at the college by means of feedback regarding their academic programs;
- representing their peers and their peers' concerns/issues;
- responding to the Dean's call for agenda items to ensure relevant topics are included for discussion;
- learning and disseminating information about new initiatives within their program area;
- providing the Dean's report back to peers/classmates after the SAEC.

The **Program Coordinator** is responsible for

- ensuring a student representative from each program is selected to participate on the SAEC;
- providing the students with background on the role of SAEC representative;
- providing the list of student representatives to the Dean's Assistant.

The **Dean's Assistant** is responsible for

- organizing the logistics of the meeting;
- taking official minutes of the discussion.

Policy

- 1.1 At Barrie, Midland, Orillia and Owen Sound campuses every Dean will establish a SAEC as a mechanism for gathering student feedback about the various programs within their portfolio. Students, as representatives of their peers, contribute to the agenda of each meeting, and ensure that information and feedback about their academic experiences is discussed.
- 1.2 At Orangeville, South Georgian Bay and the Muskoka campuses, the Campus Manager will establish a SAEC with student representatives from all programs on that campus, and invite the Dean(s) from the respective programs to participate in the program discussion via teleconference.
- 1.3 Representation should include a minimum of one student per program, but is at the discretion of the Dean or Campus Manager. The SAEC representative should not be the same as the voting student member on the Program Advisory Committee. Depending on the number of programs and student representatives, the Dean or Campus Manager may choose to hold two separate SAECs for the portfolio/campus.
- 1.4 The SAEC meets a minimum of two times per academic year. Official minutes will be taken for each meeting, and the Dean or Campus Manager will respond to student concerns via a report back and

follow-up at the next meeting. Students, in turn, report back to their peers/classmates to close the loop, where possible, on ongoing items or concerns.

- 1.5 Program teams will use relevant feedback provided through the SAEC as part of Georgian's continual academic improvement processes, such as in Program Renewal and Annual Program Assessment.

Procedures

2.0 Student Academic Engagement Council Meetings

- 2.1 At the beginning of each academic year, the Dean works with the Coordinators to arrange for student nominations for the SAEC.
- 2.2 For each meeting, the Dean sends out a call for agenda items to all members of the SAEC. The Dean then establishes an agenda for the meeting, which includes time to set the ground rules, time to hear from the students, time to share about new initiatives with the students, and time to discuss the report back.
- 2.3 The Dean's Assistant sends meeting requests to the students inviting them to the SAEC.
- 2.4 The Dean's Assistant takes official minutes for the meeting.
- 2.5 The Dean reviews the minutes to identify action items and items for follow-up, and then meets with the Program Coordinators to discuss.
- 2.6 The Dean prepares and disseminates a report back for the students within four weeks of the meeting. The student representatives share the Dean's report back with their peers/classmates. The Dean discusses the report back with students at the next meeting.
- 2.7 The minutes and reports are housed on the VPA SharePoint site and shared with program teams, who use the information to inform Annual Program Assessment and Program Renewal.

Related Materials

[Policy AC-004: Program Renewal](#)

[Policy AC-008: Program Assessment](#)