

Program Steering Committees Policy

Policy #ACA-SS-POL-92

Version	Version Date (MM/DD/YYYY)	Next Review Date (MM/DD/YYYY)	Description of Changes
4	01/17/2025	10/16/2028	Clarification of Steering Committee requirements and process Updates to align with other recent New Program Development policy update. Policy reviewed – no changes

Anne-Liisa Longmore, Dean, Liberal Arts and Academic Quality	09/28/2023
Policy Holder (Name and Title)	Date Reviewed

Academic Council	09/28/2023
Advising Body	Date Consulted

Yael Katz, Vice President, Academic	01/17/2025
Approver (Name and Title)	Date Approved

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 [Academic Quality Assurance](#).

Scope

This policy applies to all Georgian College credentials, which include Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate, Honours Bachelor Degree, and Local Board Approved Certificate programs.

Definitions

Word/Term	Definition
Curriculum Information Management (CIM)	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.
New Program Development Working Group	A team consisting of the Dean or Associate Dean, Program Development Faculty Lead, and at least one or more faculty and/or technologist working group members. The team is responsible for the development of the new program curriculum.
Program Advisory Committee (PAC)	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.
Program Steering Committee (PSC)	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.
Program Development Faculty Lead	The faculty who has been assigned the responsibility to write and guide the new program development through the process from start to finish.

Responsibility

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

- adhering to the Employee Code of Conduct;
- advising the college regarding the need for the program in industry and in Georgian's catchment areas;
- 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 Subject Matter Experts (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; and
- providing a documented motions of support for the proposed new program in relation to the proposed curriculum, and community and industry need.

The **Dean (or designate)** is responsible for

- ensuring a PSC is created for all new program development early in the development of the Statement of Interest (SOI);
- chairing the PSC meetings; 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 approval of the Capacity Assessment Committee and Academic Council (refer to 1.2 below);
- 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; and
- advising the PSC of the Ministry decision, thanking them for their service, and providing next steps to establish a Program Advisory Committee.

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

- advising the steering committee members of the requirements of new program development, with support of the Office of Academic Quality; and
- 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 New Program Development Policy and Program Steering Committees Policy, the Employee Code of Conduct Policy, and the organization chart and key contacts in the academic area;
- attending PSC meetings and recording minutes; and
- 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 three times throughout the development process. During that time, two formally documented meetings are required:
 - 1.2.1. The first 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 (CAC) meets to determine resource requirements.
 - 1.2.2. The second occurs after CAC's 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 (CAC).

2.2 PSCs meet at least two 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 Dean 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 and the committee dissolved.

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

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

Academic Quality Assurance Policy

New Program Development Policy

Program Steering Committee Agenda and Minutes templates