Approving University Official(s): Academic Council
Responsible Unit: Campus Principals / VPAs
Original Effective Date: August 29, 2024
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Student Advisory Council

Purpose

This policy establishes a clear and consistent framework for Student Advisory Council Policy (the "Policy") at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports the university's commitment to the necessary framework and guidance for establishing student advisory councils.

Scope

This policy applies to all degree programs, Faculties, and campuses at Yorkville University.

Definitions

There are no definitions in this policy.

Policy Statement

A degree program, Faculty, or campus of the university may strike a student advisory council for the purposes of effective communication between program, Faculty, and/or campus leadership and students, thus facilitating engagement of students in the university community and awareness among academic leaders of student opinions and views.

1. **Responsibilities**

1.1 General:

- To increase student awareness of program, Faculty, campus, or university initiatives and goals.
- To allow students to provide feedback about program, Faculty, campus, or university policies and practices and suggest ways to improve the learning environment at Yorkville University.

1.2 Governance:

- Student Advisory Councils are not required components of academic governance; they are advisory and do not pass resolutions that bind program, Faculty, or campus leadership. The approval of a Student Advisory Council is not required for decision- or policy-making at the program, Faculty, campus, or university level.
- A Student Advisory Council may play a consultative role in development of new or revision of existing academic policy and curriculum.
- When the program, Faculty, or campus is engaged in self-study as required by the University's Policy on Program Reviews or Policy on Organization Reviews, academic leadership may invite participation by a Student Advisory Council.
- A Student Advisory Council might be consulted to identify students to serve on Academic Council of Yorkville, Provincial Senate, or committees of the program, Faculty, campus, or university that include student members.

1.3 Program Delivery:

- Student Advisory Councils provide forums for discussing and making recommendations about effective course delivery, support services for students, and best practices to enhance teaching and learning.

1.4 Communication and community building:

- The Chair, Dean, or Campus Principal/VPA shall inform the Student Advisory Council at each meeting about significant program, campus, and university developments and plans.
- Members of Student Advisory Councils, at or before each meeting, should be offered an opportunity to introduce matters for discussion.

2. Membership

Each program, Faculty, or campus electing to strike a Student Advisory Council may establish its membership requirements, subject to the following guidelines:

- Student Advisory Councils should be co-chaired by the program chair, faculty dean, or campus VP and a student chosen by the students on the Student Advisory Council.
- Membership should be by invitation from the program, Faculty, or campus leadership, who should invite expressions of interest or nominations from students and establish selection criteria and processes.
- Members should be drawn from actively registered students who have demonstrated academic excellence, leadership skills, and an ability to communicate effectively.

3. Terms of Reference:

Each program head, Dean of Faculty, or Campus Principal/VPA electing to strike a Student Advisory Council shall develop specific Terms of Reference for the Council that are consistent with the requirements set forth in this document. The Provincial Senate approves

the Terms of Reference for each Student Advisory Council. Terms of Reference will include at least the following:

- Mandate for the council.
- Membership, including detailed procedures for the appointment of students to the Council.
- Frequency of meetings
- Procedures for the conduct of meetings.
- Other details about structure, procedures, or support required to indicate how the Council will carry out its role.

4. Conduct of meetings:

- The program, Faculty, or campus striking the Student Advisory Council will provide secretariat and administrative support to the Council.
- Student Advisory Councils should meet at least once each term.
- Records: Each Student Advisory Council will maintain records of its meetings and those records will be made available to all students in the program or Faculty or studying at the campus.
- Meetings may be conducted in person, by teleconference or Internet, or by a combination of modes.

Related Information

- Program Governance – General Requirements (Academic Council, August 2024).
- Program Governance – Admissions Committees (Academic Council, August 2024).
- Program Governance – Faculty Hiring Committees (Academic Council, August 2024).
- Program Governance – Curriculum Committees (Academic Council, August 2024).
- Program Governance – Faculty Councils (Academic Council, August 2024).
- Program Governance – Program Advisory Committee (Academic Council, August 2024).

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Academic Governance Office
Email: academicgovernance@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	August 29, 2024	-	Academic Council
1.1	September 25, 2025	Updated to new template	-