

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2023-01	Vice President, Academic and Provost		
Policy Name			
External Advisory Committee			
Approved by	Replaces	Category	Next Review
Senate	B.103 Program Advisory Committees	Academic	December 2026
Date Issued	Date Revised	Related Policies	
December 5, 2023	New		

1. PURPOSE

- 1.1 Guided by the University Act Section 35.2 6 (I), External Advisory Committees (EACs) will assist in ensuring the continuing relevancy of Capilano University (“the University”) academic programs of study for learners in alignment with the University’s mandate, strategic goals, and academic plan. Each EAC will consider current and future trends of related academic programming, labour, and industries in parallel with regulatory and government agency requirements.
- 1.2 This policy stipulates that each baccalaureate and graduate program of study must be advised by an EAC. This does not detract from the opportunity for an academic unit to establish EACs for non-degree programs of study or establish an EAC to provide external expert advice on all programs of study delivered by the unit.
- 1.3 EACs provide external expert advice to faculty and administrators on maintaining and/or strengthening high-quality academic programming at the University. A unique EAC is not required for each academic program of study. A single EAC may advise multiple related programs of study. Generally, an academic program of study should not be advised by multiple EACs.

2. SCOPE

- 2.1 This policy applies to the establishment of EACs for Senate-approved academic programs of study at the University.
- 2.2 For programs of study with external regulatory or licensure requirements, an EAC will provide advice on a narrower scope of the program. This advice may include but is not limited to software, equipment, scheduling, and timing of courses.
- 2.3 Each EAC acts in an advisory capacity only. An EAC does not create, establish, or develop new academic courses or programs of study.

3. PRINCIPLES

EACs are established to advise faculty and administrators on maintaining and/or strengthening academic programs of study to meet the needs of learners and community partners. These community partners usually include territorial rights holders as well as industry, government, non-profit, educational, and/or cultural entities.

4. REGULATIONS

While the external membership of each EAC will vary according to the requirements of the associated academic programs of study, each EAC must be structured in accordance with S2023-01-1 External Advisory Committee Procedure. Further guidance on EACs may be found in the *EAC Terms of Reference*, published by the office of the Vice President Academic and Provost.

5. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the office of the Vice President Academic and Provost

6. REFERENCES

University Act.