



Guideline for Permanent External Advisory Committees (PEAC) meetings

(March 2019)

In relation to policy *AP0109 Permanent External Advisory Committees (PEAC)* the following guidelines should be followed.

Standard requirements of PEACs

1. The Chair is to be an external stakeholder.
2. PEACs are to meet a minimum of at least twice a year. Cancelled meetings are to be rescheduled within one month of the cancelled meeting. Meetings may be face to face, by phone/video/computer conferencing, or online.
3. The meeting schedule for the year is to be confirmed by 31 March at the latest. A schedule for each year is stored in Tūhono team Learner Experience <https://www.op.ac.nz/hub/teams/learner-experience/peac/> Ideally, meetings for the following year should be set at the last meeting of the year.
4. The PEAC should, prior to business planning, consider opportunities for programme development / redevelopment and consider the annual report. Further meetings should be held in order to consult about the development of new programmes, to meet accreditation and monitoring panels and to consider the annual School and Programme Review report and any actions that should be taken for the following year.
5. Formal recommendations require there to be more than 50% of members in attendance.
6. Attendance at meetings is to be monitored and recorded in the minutes. This record is for internal purposes only, e.g. consultation, proactive public relations.
7. Where a PEAC member has not attended two consecutive meetings, their membership is to be reviewed.
8. Heads of School/College are required to ensure:
 - a. Discussion documents are prepared for debate and circulated in advance;
 - b. Working parties are established to act as sub-committees of the PEAC and may include people, who are not members of the advisory committee;
 - c. Invitations are sent to PEAC members for important programme or school events such as displays of student work.

Guidelines for PEAC Discussions

1. Training and education needs, gaps and priorities
 - 1.1. Consider the portfolio of programmes
 - 1.2. Consider any gaps within current programmes
2. Programme development
 - 2.1. All Category 2 changes are to be considered, and all new programmes are to be considered, and the minutes of meetings are to record PEAC's views regarding relevance and whether the changes/programmes are fit for the purpose
 - 2.2. It may be appropriate to involve PEAC in discussion of some Category 1 changes
3. Portfolio review
 - 3.1. Consider whether the set of programmes being offered by the School is complete, current, relevant, etc
4. Evaluation
 - 4.1. Self review



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[PEAC name]

[year] Permanent External Advisory Committee Minutes

[School Name]

Date / Time: day, month, year at time

Venue: venue

Present: name (Chair)
members' names

In attendance: names

Apologies: names

Absent: names

Minuted by: name

1. CONFIRMATION OF PREVIOUS MINUTES

Recommendation: That the minutes of date, including year be confirmed as a true and correct record.

Moved by name / Seconded by name

Agreed

Matters arising from previous meeting

Item

Record of discussion

2. ACTION POINTS FROM PREVIOUS MEETING

Item and report on progress

3. AGENDA ITEMS

Item

Record of discussion

Recommendation: That this PEAC [approves] ...

Moved by name / Seconded by name

Agreed

4. GENERAL BUSINESS

Item and record of discussion

5. Meeting closed at time

6. Next meeting date

7. ACTION POINTS

Action	Who	Date for completion