COLLEGE POLICY

Policy No. & Title:	**A-205 Program Advisory Committees**
Policy Sponsor:	Vice-President, Academic
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-01-29

Purpose

The College is committed to helping students become job-ready graduates to meet the employment requirements of the industries and sectors we support. To meet this goal, we seek the guidance of industry and sector professionals to ensure our programs remain relevant and responsive to employer requirements.

Against this background, this policy seeks to establish the functional requirements for a Program Advisory Committee (PAC) that reflects best-practices and aligns to the College quality assurance system and our commitment to continuous quality improvement in support of our students.

Scope

This policy applies to all College programs, students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Program Advisory Committee (PAC): A group of industry/sector professionals who help inform the College about current trends and employer needs related to the skills requirements for new hires in their sector as they relate to our program curriculum.

Voting Member: An individual who attends a PAC meeting and has the right to vote.

Non-Voting Member: An individual who attends a PAC meeting but does not have voting rights.

POLICY

While our regulatory bodies have not imposed a binding policy directive to the Career College sector, industry-informed relevant and responsive curriculum is a best-practice that aligns with our student focused principles and helps us fulfill our mission. As such, the College embraces the use of PACs to enhance our programmatic offerings.

PACs are most effective when they are composed of members directly related to the industry or sector the program serves. As such, PAC best-practice has one PAC for each cluster of programs. For example, if a college offers programs in mechanical engineering technology, technician, and techniques, these three programs may have one shared PAC as the sector and skills are compatible. Mechanical engineering, however, will have a different PAC from electrical engineering, even though they may reside in the same Faculty.

1) Each Program Advisory Committee (PAC) reports through the College organizational structure to the Vice-President, Academic.
2) The advisory role of each committee encompasses a number of areas of responsibility which include such program-related activities as:
    a) reviewing curriculum, course materials and equipment needs to ensure alignment with current employment realities.
    b) identifying the initial and continuing need for programs in light of employment opportunities for graduates and regional economic requirements.
    c) recommending modifications to program content to meet the future requirements of the workplace.
    d) advising and providing human resource expertise relevant to program requirements.
    e) recommending new types of equipment and training facilities.
    f) providing counsel and support in matters of student field placement and other community linkage(s).
    g) assisting in the preparation of formal program reports and reviews.
    h) reviewing new program initiatives that might occur from time to time to meet new training demands.
    i) periodically meeting with current and prospective students to provide related career information (*e.g.,* class guest speaker).
    j) developing sub-committees as appropriate, to address such topics as curriculum changes, field, or clinical placement, *etc*.
3) The College may establish advisory committees for programs and services other than post-secondary Programs of Instruction. These advisory committees will report to the appropriate administrative authority and the Vice-President, Academic, shall define the structure, mandate, and terms of reference of such committees.
4) Each program advisory committee will collectively represent, as appropriate to each program, the following constituencies:
    a) representational employer groups.
    b) internship, clinical placement, or other work integrated learning experience sites.
    c) other educational institutions including the secondary school system.
    d) graduates of the program.
    e) professional associations (if applicable to the program).
5) To the extent possible, the membership of each PAC will broadly represent the region served by the program.

6) Members representing the above constituencies are appointed by the Vice-President, Academic. The normal term of office is for three (3) years, renewable once for a total of up to six (6) continuous years, but terms of individual committee members can be extended by the Vice-President, Academic.
7) College employees act as resource persons but are non-voting members. All program faculty are encouraged to participate in PAC meetings.
8) The voting members of the committee are responsible for electing the Chair and Vice-Chair, who will not be members of the College staff. The term of office of the Chair and Vice-Chair is two (2) years with an extension to a subsequent one-year term by a majority committee vote. The maximum length of service for a Chair, in any case, shall be three (3) consecutive years.
9) Each committee shall strive to maintain an active roster of five (5) to eight (8) members except where program cluster committees may require substantially larger constituencies. The minimum requirement is normally five (5) voting members.
10) Appointments to the committee may be made at any time, and the Program Manager (incumbent) is responsible for seeking input from the advisory committee and program faculty on new appointees as required and then recommending new appointments to the Vice-President, Academic. The Program Manager (incumbent) may recommend extensions of a PAC member's term to the Vice-President, Academic after seeking input from the advisory committee.
11) Should a member miss two (2) consecutive scheduled meetings without comment from the Chair, that individual shall be deemed to have withdrawn. At the discretion of the Chair, a member may send a (non-voting) alternates who can represent the same stakeholder group.
12) Should an advisory committee member be appointed to the College's regular staff or Board of Advisors, that individual's resignation from the advisory committee shall be deemed to occur on the date of their appointment.

Related Policies
A-201 Academic Quality Assurance

Supporting Documents/Forms
PAC Member Application Form
PIPEDA Consent to Release Information Form
A-205p Program Advisory Committees – Procedure