

PAC Chair Responsibilities

Program Advisory Committee (PAC) Chair Role Description

Appointment: The Chair of the Program Advisory Committee (PAC) is the Associate Dean of the School hosting the program or program cluster.

Responsibilities:

1. Presiding Over Meetings:

- a) The PAC Chair is responsible for presiding over all committee meetings.
- b) They ensure that meetings are conducted in an orderly manner, following the agenda, and allowing for effective discussion.

2. Agenda and Minutes:

- a) The PAC Chair reviews and approves meeting agendas, ensuring that they are comprehensive and aligned with the committee's objectives.
- b) They also review and approve meeting minutes, verifying accuracy and completeness.

3. Annual Reports:

- a) Alongside the Dean of the relevant program, the PAC Chair is responsible for drafting an annual report.
- b) The annual report outlines major accomplishments, recommendations for program improvement, and any program-related concerns identified by the committee.

4. Support from the Dean:

- a) The Dean of the relevant program is expected to provide support and assistance to the PAC Chair.
- b) They collaborate with the PAC Chair to identify issues, plan meetings, and ensure effective functioning of the committee.

5. Liaison with Administration:

- a) The PAC Chair serves as a liaison between the committee and the administration.

- b) They work closely with the Dean to communicate committee decisions, concerns, and recommendations to relevant administrative bodies.

6. Submission of Reports:

- a) The annual report, prepared by the Dean and the PAC Chair, is submitted to the Vice President Academic (VPA) for review at the end of the academic year.

Audience for Annual Reports: The annual report is shared with the following stakeholders:

- a) President
- b) Board of Governors
- c) Education Council

Conclusion: The PAC Chair plays a pivotal role in facilitating the work of the Program Advisory Committee. Through effective leadership, collaboration with the Dean, and diligent oversight of committee activities, the Chair contributes to the enhancement of the academic program's quality and relevance.