

Procedure Information	
Related to Policy No:	AD-CO-4.11
Approved by:	Executive Committee
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Advice by Education Council:	June 4 2019
Executive Responsible:	VP Academic
Administrator Responsible:	Various Administrators
Date of Next Review:	November 2024

PROGRAM ADVISORY COMMITTEES PROCEDURES

Definitions

Program: For the purpose of the Policy and Procedures, “program” includes any course of studies that leads to a CNC credential or “program cluster” as determined by the College or area of study for which a PAC is deemed as appropriate.

Procedures: Definition and Role

The procedures that follow are organized under the following headings: Program Areas; PAC Composition; Meetings; Nomination and Appointment of Members; Duties and Responsibilities; Agendas and Minutes; and Annual PAC Report.

PROGRAM AREAS

1. It is expected that most programs will have a PAC.
2. The Dean in consultation with the Department can put forward a recommendation to the Vice President Academic (VPA) to consider a cluster of programs in order to manage internal resources and PAC member availability.
3. PACs will focus on strategic issues that inform matters of enrolment, program development, program content and standards, student success, employment of graduates and other related matters.

PAC COMPOSITION

1. PAC members represent a broad and balanced range of constituencies served by the program, and PACs should include a mix of:
 - i) Senior Managers/Executive
 - ii) Employers, Small Businesses, and Managers directly responsible for hiring program graduates
 - iii) Managers/Supervisors who would directly supervise hired program graduates
 - iv) Alumni of the program area, who are working in the field
 - v) Representatives from regulatory and licensing bodies, and relevant industry/professional associations
 - vi) Where possible, a student currently enrolled in the program (non-voting member)

- vii) Organized labour, destination institutions, government, aboriginal communities/associations, and sponsoring agencies
- 2. PACs should attempt to represent the communities in which the programs are offered.
- 3. The Dean/Associate Dean/Director and Faculty Coordinator will be non-voting ex-officio members of PAC(s) established in their area.

MEETINGS

- 1. PACs should hold a minimum of two meetings per year, but may meet more frequently during times of new program development or major changes to programs.
- 2. College employees can attend PAC meetings as non-voting resource persons, and be able to hear directly the advice being provided during PAC meetings.
- 3. In order for a vote to have effect, a quorum (majority of the members) must be available to vote.
- 4. Each PAC should have a maximum of 12 voting members.
- 5. Members may vote by email or in person as circumstances dictate.
- 6. Alternates may attend meetings in the place of PAC members with prior notification to the PAC Chair.
- 7. If a PAC member misses two meetings in a row, their membership will be reviewed.
- 8. Removal of a PAC member will be initiated by the VPA at the recommendation of the PAC.
- 9. In the event of a dispute about the conduct of the meeting, Robert's Rules of Order will take precedence.

NOMINATION AND APPOINTMENT OF MEMBERS

- 1. All PAC members are nominated by the Dean of program areas, and are approved by the VPA.
- 2. PAC appointments are for a three-year period, which may be renewed for a second term. Appointments exceeding two terms (six years) will be considered based on PAC needs.

3. A Chair is elected by appointed PAC members to serve for a term of two years.
4. The term of office of the PAC Chair may be extended by majority vote of the committee.

DUTIES AND RESPONSIBILITIES

1. PAC members act as ambassadors, both for the College and the programs they are affiliated with through their PAC membership.
2. PAC members provide advice to the program(s) for which they have been appointed including the following:
 - i) Ensuring a flow of well trained and educated graduates into the community and industry
 - ii) Standards for programs
 - iii) The knowledge base and competencies expected of program graduates including trends and new technological advances
 - iv) Requirements for work experience, co-operative or other types of experiential learning
 - v) Emerging labour market trends
 - vi) Ways to raise public awareness of the program and ways in which the program and its graduates can enhance their impact to the sector
3. PAC members may be asked to provide input into program renewal processes to guide the College in areas of employment opportunities for graduates and modification to program content/delivery to meet future needs in the workplace.
4. PAC Chairs are responsible for presiding over meetings, reviewing and approving meeting agendas, minutes, and annual reports.
5. The Dean of the relevant program is expected to provide support and assistance to the PACs as follows:
 - i) Identify potential PAC members
 - ii) Orient newly-appointed members
 - iii) Liaise with the PAC Chair to identify issues plan meetings
 - iv) Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, and ensure minutes are taken
 - v) Prepare agendas, meeting minutes, and annual reports for PAC Chair review and approval
 - vi) Prepare reports and presentations that address agenda items
 - vii) Provide updates regarding major college strategies and issues as well as issues that may have an impact on the program and/or its students and graduates

- viii) Provide PAC members with regular updates on events and developments at the College, as well as invite them to College events
 - ix) Provide refreshments for PAC meetings
6. The VPA's office provides support and assistance to the PACs as follows:
- i) Establish a means to recognize the contributions of PAC members
 - ii) Maintain a master list of PACs, including membership, affiliation, annual reports, and terms of office

AGENDAS AND MINUTES

1. A notice of meeting and agenda will be distributed to PAC members at least two weeks prior to the date of the proposed meeting.
2. The minutes are prepared within two weeks of the meeting taking place and are reviewed by the Dean and the PAC Chair prior to circulation.
3. The minutes are reviewed and approved by all PAC members at the following meeting.

ANNUAL PAC REPORT

1. The Dean, in conjunction with the PAC Chair, will write an annual report and submit to the VPA for review at the end of the academic year. Annual reports outline major accomplishments, recommendations for program improvement, and any program related concerns it has identified.
2. The annual report is shared with the President, Board of Governors, and Education Council.

Links to Other Related Policies, Forms, Documents and Websites

PAC Member Nomination Form

Community Advisories Policy and Procedures #AD-CO-4.10

Procedure Amendment Log

Amendment Number:	Date:
0	January 2019
1	July 2019
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