



Procedure Title	Procedure Number	
Program Advisory Committees	AD-CO-4.11	
Executive Responsible	Administrator Responsible	
VP Academic	Dean of SUTAB, Dean of STAAT, Dean of SHSHS	
Approving Body	Approval Date	Date of Next Review
Board of Governors	April 24, 2026	April 2031
Associated Policy and Resources		
PAC Agenda Template		
PAC Annual Report Template		
Program Advisory Committees Policy		
Program Advisory Committees Member Nomination Form		

PURPOSE

This procedure is intended to define program areas for PACs, the composition of PACs, conduct of meetings, nomination and appointment process for PAC members, duties and responsibilities of PAC members, structure of agenda and minutes, and requirements for the annual PAC report.

PROCEDURE**1. Program Areas**

- 1.1 It is expected that all programs, or clusters of programs where grouping disciplinarily similar programs together makes sense, will have a PAC.
- 1.2 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.
- 1.3 PACs will focus on advising on strategic issues that optimize alignment of learning outcomes, skill and competency development, etc., with labour market needs. By extension, this will inform matters of enrolment, program development, program content and standards, student success, employment of graduates and other related matters.

2. **PAC Composition**

- 2.1 PAC members are selected for their experience in the field and their knowledge of the market and community needs. They represent a broad and balanced range of constituencies served by the program, and thus PACs where possible, should include a mix of:
 - a) Senior Managers/Executives
 - b) Industry and business employers, including small businesses, and managers/supervisors responsible for hiring and supervising current students and/or program graduates
 - c) Alumni of the program area, who are working in the field
 - d) Representatives from regulatory bodies (when permitted by their association), and licensing bodies, and relevant industry/professional associations
 - e) Where possible, a student currently enrolled in the program
 - f) Organized labour, destination institutions, government, aboriginal communities/associations, and sponsoring agencies
- 2.2 PACs should strive to represent the communities in which the programs are offered.

3. **Meetings**

- 3.1 PAC advice may be gathered through meetings, virtual consultations, surveys, written submissions, or other mechanisms deemed appropriate by the Dean to reduce burden while ensuring meaningful input. Advice from PAC members in some or all of these ways should be undertaken at least once per year.
- 3.2 College employees can be invited by the Chair to attend PAC meetings as resource persons, and be able to hear directly the advice being provided during PAC meetings.
- 3.3 There will be no voting at PAC meetings, and thus PAC meetings do not require quorum. As there is no voting, PAC Chairs will report a consensus summary of any advice given.
- 3.4 There is no limit to the number of members on a PAC. To keep the group size manageable, and meetings effective, it is not recommended to go beyond the number and types of members that will appropriately cover the breadth of topic areas, skills development, etc., of the program.
- 3.5 PAC members may designate alternates to attend meetings in their place with prior notification to the PAC Chair.
- 3.6 Removal of a PAC member will be initiated by the VPA at the recommendation of the PAC's Associate Dean.

- 3.7 Conflict of Interest: Members are expected to act in the best interests of the Committee and to avoid situations where personal, financial, or other interests could compromise, or reasonably be perceived to compromise, their judgment, objectivity, or decision-making. A conflict of interest exists when an individual's private interests interfere, or appear to interfere, with their duties and responsibilities. All actual, potential, or perceived conflicts of interest must be disclosed promptly. Members must recuse themselves from discussions on topics for which they have a conflict of interest.
- 3.8 In the event that confidential information is shared, PAC members must respect the confidentiality of such information.

4. Nomination And Appointment of Members

- 4.1 All PAC members are nominated by the Associate Dean of the program areas and are approved by the Dean. The Associate Dean will complete the nomination form in its entirety (in consultation with, and approval from, the nominee), ask the invited PAC member to sign the nomination form and then submit to the Dean for consideration.
- 4.2 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, and approved only where continued demonstration of currency with industry and workforce needs is demonstrated by the PAC member.
- 4.3 PACs may include short-term advisors, guest contributors, and one-time consultations as valid PAC input. This more limited time commitment is intended to increase the specialized expertise represented on the PAC when needed for specific time-limited purposes. Such short-term contributions do not need to be administered through the typical PAC nomination process, but should be tracked in meeting minutes and on annual reports.
- 4.4 The Associate Dean of the program's (or program cluster's) School serves as Chair of the PAC.

5. Duties And Responsibilities

- 5.1 PAC members act as ambassadors, both for the College and the programs they are affiliated with through their PAC membership. In their role as ambassadors, PAC members do not speak on behalf of the College.
- 5.2 PAC members provide advice to the program(s) for which they have been appointed including the following:
 - a) Work towards developing a flow of well trained and educated graduates into the community and industry
 - b) Standards for programs – learning outcomes, skills acquired, etc.
 - c) The knowledge base and competencies expected of program graduates including trends and new technological advances
 - d) Requirements for work experience, co-operative or other types of experiential learning

- e) Emerging labour market trends
 - f) Ways to raise public awareness of the program and ways in which the program and its graduates can enhance their impact to the sector
- 5.3 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. Such input compliments, but does not replace, institutional governance and approval structures.
- 5.4 PAC Chairs (Associate Deans) are responsible for presiding over meetings, reviewing and approving meeting agendas, minutes, and annual reports.
- 5.5 The Chair (Associate Dean), in collaboration with their Dean, as appropriate, is expected to provide support and assistance to the PACs as follows:
- a) Identify potential PAC members
 - b) Orient newly-appointed members
 - c) Identify issues and plan meetings
 - d) Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, and ensure minutes are taken
 - e) Prepare agendas, meeting minutes, and annual reports for their Dean to review and approve
 - f) Prepare reports and presentations that address agenda items
 - g) 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
 - h) Provide PAC members with regular updates on events and developments at the College, as well as invite them to College events
 - i) Provide refreshments for PAC meetings
- 5.6 The VPA's office provides support and assistance to the PACs as follows:
- a) Establish a means to recognize the contributions of PAC members
 - b) Establish and maintain Policy, Procedures and Terms of Reference for all PACs
 - c) Maintain a master list of PACs, including membership, affiliation, annual reports, and terms of office
 - d) VPA to provide annual report to the Board

6. **Agendas And Minutes**

- 6.1 A notice of meeting and agenda will be distributed to PAC members at least two (2) weeks prior to the date of the proposed meeting.
- 6.2 The minutes are prepared within two (2) weeks of the meeting taking place and are reviewed by the Dean and the PAC Chair prior to circulation.
- 6.3 The minutes are reviewed by all PAC members at the following meeting.
- 6.4 Meeting minutes must be sent to the VPA's office within two (2) weeks of the meeting.

7. **Annual PAC Report**

- 7.1 The PAC Chair, in conjunction with their Dean, 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. The annual report will be completed as per the PAC Annual Report Template.
- 7.2 The annual report is shared with the President, Board of Governors, and Education Council.

Definitions and Acronyms	
Program	For the purpose of the Policy and Procedures, “program’ includes any course of studies that leads to a CNC credential as determined by the College or area of study for which a PAC is deemed appropriate.
Program cluster	For the purpose of the policy and procedures, a “program cluster” includes two or more programs that are similar enough disciplinarily, similar enough in labour market outcomes, etc., to be meaningfully represented by the same PAC.
Supporting Information	
Related Policies, Forms, Documents, Websites	Community Advisory Committee Policy Community Advisory Committee Procedure
Acts and Regulations	BC College and Institute Act, Section 23(1)(l)