

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy 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 Procedure and Resources		
PAC Agenda Template		
PAC Annual Report Template		
Program Advisory Committees Procedure		
Program Advisory Committees Member Nomination Form		

PURPOSE

Each College of New Caledonia (CNC) program or cluster of disciplinarily-similar programs is required to have a Program Advisory Committee (PAC). PACs provide strategic advice and assistance to CNC programs, while ensuring alignment with the institutional strategic plan, academic plan, and the mission, vision, and mandates of the college. PAC advice does not extend to operational, curricular, or administrative decision making. PACs are mandated by the *BC Colleges and Institutes Act*.

PACs are essential to ensure CNC continues to maintain a strong connection with employers, and the larger community. PACs are one of the chief means of providing advice on currency and relevancy of all academic and educational programming across all campuses in the regions CNC serves, complimenting faculty subject matter expertise and institutional curriculum processes. The purpose of this policy is to establish common standards for the establishment and ongoing support of CNC PACs.

PACs provide guidance on industry trends and workforce expectations that affect the employability of CNC graduates. This would include an understanding of the skills and abilities that employers and industry are likely to require in the future, potential technological change, changes to methodologies used by employers and industry, and advocacy on issues affecting the College and its mandate.

SCOPE

This policy, and related procedures, apply to any course of studies that leads to a CNC credential, or an area of study for which a PAC is deemed to be appropriate by the College (e.g., training provided through Community and Continuing Education).

GUIDING PRINCIPLES

1. PACs will assist the College with the following:
 - 1.1 Advise the College on program outcomes, program development, program review, and program renewal.
 - 1.2 Advise the College on current and emerging trends in industry and the field that may affect the curriculum and employability of graduates, and the general health of the subject industry/field.
 - 1.3 Advise on the selection of specialized equipment and resources for the College.
 - 1.4 Advise CNC if established programs and courses are current, relevant, competitive, and forward-looking.
 - 1.5 Serve as ambassadors of the College on various initiatives as deemed necessary and appropriate. PAC members, in their role as ambassadors, do not speak on behalf of the College.
 - 1.6 Support CNC's fundraising activities by advising on potential donors, identifying grant opportunities through government or private sources, and related efforts.
2. The focus of PACs will be on strategic issues that inform matters of enrolment, program development, program content and standards, student success, employment of graduates and other related matters.
3. An ad-hoc PAC may be established when a new program is being developed. Ad-hoc PACs may become permanent PACs if so designated by the VPA.

Definitions and Acronyms	
Program	For the purpose of the policy and procedure, "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 as appropriate.
Program cluster	For the purpose of the policy and procedure, 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)