

Policy No.	C.3.1
Title	PROGRAM ADVISORY COMMITTEE PROCEDURES
Approving Jurisdiction	Board
Policy Sponsor	President
Last Revised/Replaces	04.2008
Effective Date	May 5, 2011
Signed by	

DEFINITIONS

Program: For the purpose of this Policy and Procedures, “program” includes any course of studies that leads to a VCC credential or area of study for which a Program Advisory Committee is deemed to be appropriate (e.g. English as a Second Language, Deaf and Hard of Hearing)

PROCEDURES

The Procedures that follow have been organized under the following headings: Program Areas or Clusters, Identification of Members, Appointment of Members, Terms of Reference (Committee and Chair), Role of College Employees, Conduct of Meetings, Board and College Liaison and Communication, Miscellaneous.

PROGRAM AREAS OR CLUSTERS

1. It is expected that each “program” (refer to definition above) will have a Program Advisory Committee (PAC) in place.
2. On the recommendation of the Vice-President, Education and Student Services to the President, and with the approval of the Board, it may be more appropriate to form a PAC that advises a cluster of like programs.

IDENTIFICATION OF MEMBERS

3. PAC’s will be composed of a total of 10-12 members drawn from representative stakeholders.
4. Potential members are identified in a variety of ways (current PAC members, employers, community organizations, Board members, College employees)
5. All PAC members must be appointed by the Board of Governors. A PAC New Member Nomination Form must be completed and signed by the Dean, in consultation with the Program Head, and be accompanied by a short biography or resume of the candidate. The signed form should be forwarded to the VC Education and Student Services for the Vice President’s review and signature. At the same time, a ‘letter of welcome’ (see attached

template) should be prepared for the Board Chair's signature and sent by email to the Assistant to the Board of Directors. If the Board approves the nominations, the Board Chair will sign the corresponding 'letter of welcome'. If the Board rejects the nomination, the 'letter of welcome' will be discarded and the applicant will be informed of the decision and rationale.

6. Members appointed will represent a broad and balanced range of constituencies served by the program and, within those constituencies, a mix of senior managers, managers directly responsible (potentially) for hiring program graduates, representatives from regulatory bodies and associations, at one program graduate, and a student currently enrolled in the program.
7. Deans will make an initial, formal contact with each nominee to solicit their interest and agreement to let their name stand prior to submitting their application to the Board.

APPOINTMENT OF MEMBERS

8. A written recommendation will be forwarded from the Dean responsible for the program or program cluster to the Vice-President, Education and Student Services.
9. The Vice-President, Education and Student Services will review the Dean's recommendation and forward the recommendation to the President.
10. The President will present the recommendation to the Board for their review and approval.
11. Upon approval, a letter of appointment will be signed by the Chair of the Board and forwarded to the nominee.
12. Appointments are made for a three year period, which may be renewed for a second term. Terms should be staggered to provide continuity.
13. PAC members who exhibit a pattern of lack of attendance or lack of contribution to PAC deliberations may be replaced by another candidate.
14. The Support Office of the Board of Governors will maintain a master list of PACs including membership, affiliation, and term of office.

TERMS OF REFERENCE (COMMITTEE AND CHAIR)

15. Program Advisory Committees provide strategic advice to the program(s) they represent and to the Board and fulfil their role in several important ways:
 - (A) Provide advice to the program or program cluster for which they have been appointed including the following:
 - Ensuring a flow of well-trained and educated graduates into the community
 - Standards for programs and services

- The knowledge base and competencies expected of program graduates including new technological advances
 - Requirements for work experience, co-operative or other types of experiential learning
 - Trends in the requirements of the sector including knowledge and practical skills
 - Emerging labour market trends
 - Ways to raise public awareness of the program and ways in which the program and its graduates can enhance their impact on the sector
- (B) Act as community ambassadors for the College and the programs they represent by promoting interest in the College and raising the profile of its programs and services
16. The PAC Chair is elected from among the appointed members of the PAC and will serve for a period of two years; the Chair will perform the following functions:
- Ensure that meetings are called at least twice each year, agendas are prepared, notice of meetings are served and agenda material is distributed
 - Chair the meetings and ensure that meetings are conducted in an orderly and business-like fashion
 - When issues arise, act as a liaison between PAC members and employees
 - Ensure that minutes are prepared and distributed promptly and that action items are followed up
 - Ensure that the PAC evaluates its own performance, at least once every two years
 - Represent the PAC in presentations to the Board

ROLE OF COLLEGE EMPLOYEES

17. College employees attend PAC meetings as a resource and do not have a vote.
18. The Dean of the relevant program or cluster of programs are expected to provide support and assistance to the PACs as follows:
- Identify potential PAC members
 - Orient newly-appointed members
 - Liaise with the PAC Chair to identify issues, develop agendas
 - Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, ensure that minutes are taken
 - Prepare reports and presentations that address agenda items
 - Provide updates regarding major College strategies and issues as well as issues that may impact on the program and its students and graduates
 - Identify ways to recognize PAC members and their contribution to the program and College

CONDUCT OF MEETINGS

19. Meetings will be held at least twice each year.
20. A notice of meeting and agenda will be distributed to PAC members at least two weeks prior to the date of the meeting.
21. The Chair will preside over all meetings; in their absence, an acting chair will be identified by PAC members.
22. A quorum will consist of 50% of appointed members.
23. In the event of a dispute about the conduct of the meeting, Roberts' Rules of Order will take precedence.
24. Refreshments will be provided at PAC meetings, funded out of the Departmental budget.

BOARD AND COLLEGE LIAISON AND COMMUNICATION

25. The Board will arrange a meeting, at least once each year, between the Board and PAC Chairs to solicit feedback and to share information about developments at the College.
26. In order to engage PAC members with the College, PAC members will be provided with regular updates on events and developments at the College; PAC members will also be invited to participate in convocations and other College events.
27. The College will develop various ways to provide recognition of PAC member contributions to the College; for example, a College pin identifying their role
28. The Dean will ensure that a report is prepared outlining the activities of each PAC within their jurisdiction and the status of the issues raised within each PAC; the report is provided to the Vice-President Education and Student Services who prepares a summary report for the President and the Board.
29. The Dean will ensure that PAC members are informed about the disposition of issues raised within PAC meetings.

MISCELLANEOUS

30. Parking costs will be reimbursed once each year, based on PAC member receipts.

RELATED POLICY

Refer to Program Advisory Committees Policy C.3.1

Program Advisory Committee Procedures